



Program Completion Guide
ASSOCIATE IN ARTS (A10100)
UNIVERSITY TRANSFER

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. College Orientation and Academic Transition (1 credit hour)

Courses	Course	Credit		Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1			

B. Universal General Education Transfer Component (45 credit hours)*

English Composition (6 credit hours)**					
Courses	Course	Credit		Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3			
ENG 112 Writing/Research in the Disciplines	ENG 112	3			

Communications and Humanities/Fine Arts (9 credit hours)**					
Courses	Course	Credit		Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240 (Courses in Bold are offered at RCC.)		3			
		3			
		3			

Social/Behavioral Sciences (9 credit hours)**					
Courses	Course	Credit		Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210 (Courses in Bold are offered at RCC.)		3			
		3			
		3			

Mathematics (3-4 credit hours)**					
Note: If take 3 credit hour MAT must take 14 Additional General Education credit hours (see below). If take 4 credit hour MAT must take 13 Additional General Education credit hours (see below).					
Courses	Course	Credit		Sem. Registered/Planned	Sem. Completed/Grade
Select one (1) course from the following: MAT 143 (3 credits), MAT 152 (4 credits), MAT 171 (4 credits) (Courses above are offered at RCC.)					

Natural Sciences (4 credit hours)**					
Courses	Course	Credit		Sem. Registered/Planned	Sem. Completed/Grade
Select 4 credit hours from the following: AST 111 and AST 111A, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A		4			



(Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)				
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Additional General Education (13-14 credit hours)**				
Note: If take 3 credit hour MAT (see above) must take 14 Additional General Education credit hours.				
If take 4 credit hour MAT (see above) must take 13 Additional General Education credit hours.				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select thirteen-fourteen (13-14) semester credit hours of additional courses from the preceding lists or from the following: ANT 220, ASL 111, ASL 112, BIO 112, BIO 140, BIO 140A, CHI 111, CHI 112, CHM 132, CHM 152, CIS 110, CIS 115, COM 110, DRA 111, ENG 131, ENG 241, ENG 262, FRE 111, HIS 121, HIS 122, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MUS 210, PHY 151, PHY 152, PHY 251, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 213, SOC 220, SOC 225, SOC 240, SPA 111, SPA 112, SPA 211, SPA 212 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)				

C. Other Required Hours (14 credit hours)*				
Pre-major and/or Elective Courses (14 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select a minimum of fourteen (14) semester credit hours from general education courses listed above (section B) or from the following: ACC 120, ACC 121, ART 121, ART 122, ART 131, ART 171, ART 231, ART 232, ART 240, ART 241, ART 264, ART 265, ART 271, ART 281, ART 282, ART 283, ART 284, ART 285, ART 286, ASL 181, ASL 182, BIO 163, BIO 165, BIO 166, BIO 275, BUS 110, BUS 115, BUS 137, CHM 251, CJC 111, CJC 141, CSC 139, CSC 151, EDU 144, EDU 145, EDU 216, EDU 221, EGR 150, ENG 125, ENG 273, HEA 120, HIS 236, MUS 131, MUS 133, MAT 285, PED 110, PED 120, PED 121, PED 174, PED 219, SPA 181, SPA 182 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)				

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

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Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - HUMAN SERVICES TECHNOLOGY: SOCIAL SERVICES (A4538D)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Social Services Certificate (C4538DSC) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services*	3	(D, E) 1 st year - fall	None		
HSE 123 Interviewing Techniques*	3	(D) 1 st year - fall (E) 1 st year - spring	None		
HSE 225 Crisis Intervention*	3	(D) 2 nd year - spring (E) odd year - fall	None		
PSY 150 General Psychology* or SOC 213 Sociology of the Family* Note: Both are required for degree.	3	(D) 1 st year - spring (E) 1 st year - spring (D) 2 nd year - fall (E) Odd year - spring	Pre: ENG 002 or ENG 111 Pre: None		
SWK 110 Introduction to Social Work	3	(D) 1 st year - fall (E) 1 st year - fall	None		
SWK 113 Working with Diversity	3	(D) 1 st year - spring (E) Even year - fall	None		

B. Human Services Technology: Social Services Associate in Applied Science Degree (A4538D) Course Requirements 65-67 credit hours: Complete Sections, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1 st year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1 st year - fall	Pre: ENG 002 Co: ACA 122, ENG 011		
SOC 210 Introduction to Sociology	3	(D) 1 st year - fall (E) 1 st year - spring	None		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1 st year - spring	Pre: ENG 111		
HSE 112 Group Process I*	2	(D) 1 st year - spring (E) Odd year - fall	None		
HSE 125 Counseling*	3	(D) 1 st year - spring (E) Odd year - fall	Pre: PSY 150		
MAT 143 Quantitative Literacy	3	(D) 1 st year - spring (E) Odd year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
PSY 241 Developmental Psychology*	3	(D) 2 nd year - fall (E) Even year - spring	Pre: PSY 150		
SWK 115 Community Resources	3	(D) 2 nd year - fall (E) Even year - fall	None		
SWK 214 Social Work Law	3	(D) 2 nd year - fall	Pre: SWK 110		



		(E) Odd year - spring			
HSE 210 Human Services Issues*	2	(D) 2 nd year - spring (E) Odd year - spring	Pre: Successful completion of 12 SHC in the HSE major courses		
SWK 220 Social Work Issues in Client Services	3	(D) 2 nd year - spring (E) Even year - spring	None		
WBL 111 Work Based Learning I	1	(D) 2 nd year - spring (E) Odd year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 115		
WBL 115 Work Based Learning Seminar I	1	(D) 2 nd year - spring (E) Odd year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 111		

Must take any three of the following (7-9 credit hours) to complete degree requirements:

CIS 110, GRO 120, HSE 127, HSE 155, HSE 220, HSE 227, HSE 242, HSE 250, HSE 251, HSE 255, SAB 110, SAB 135, SAB 210

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D, E) 1 st year - fall		
	(D) 2 nd year - fall (E) Even year - fall		
	(D) 2 nd year - spring (E) Even year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and elective from list below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).**

Courses offered at RCC:

ART 111, DRA 111, ENG 131, ENG 125, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 2 nd year - spring (E) Odd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - HUMAN SERVICES TECHNOLOGY: SUBSTANCE ABUSE (A4538E)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Substance Abuse Certificate (C4538ESA) Course Requirements 17 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services*	3	(D, E) 1 st year - fall	None		
HSE 112 Group Process I*	2	(D) 1 st year - spring (E) Odd year - fall	None		
HSE 123 Interviewing Techniques*	3	(D) 1 st year - fall (E) 1 st year - spring	None		
HSE 225 Crisis Intervention*	3	(D) 2 nd year - spring (E) Odd year - fall	None		
SAB 110 Substance Abuse Overview	3	(D) 1 st year - fall (E) 1 st year - fall	None		
SAB 135 Addictive Processes	3	(D) 2 nd year - fall (E) Odd year - spring	None		

B. Human Services Technology: Substance Abuse Associate in Applied Science Degree (A4538E) Course Requirements 70 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1 st year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1 st year - fall	Pre: ENG 002 Co: ACA 122, ENG 011		
PSY 150 General Psychology*	3	(D) 1 st year - fall (E) 1 st year - spring	Pre: ENG 002 or ENG 111		
CIS 110 Introduction to Computers	3	(D) 1 st year - spring (E) 1 st year - fall	Pre: ENG 002 or ENG 111		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1 st year - spring	Pre: ENG 111		
HSE 125 Counseling*	3	(D) 1 st year - spring (E) Odd year - fall	Pre: PSY 150		
SAB 120 Intake and Assessment	3	(D) 1 st year - spring (E) Even year - fall	None		
SOC 210 Introduction to Sociology	3	(D) 1 st year - spring (E) 1 st year - spring	None		
HSE 227 Children & Adolescents in Crisis	3	(D) 2 nd year - fall (E) Even year - fall	None		
PSY 241 Developmental Psychology*	3	(D) 2 nd year - fall (E) Even Year - spring	Pre: PSY 150		
SAB 125 Substance Abuse Case Management	3	(D) 2 nd year - fall (E) Even year - fall	None		
SOC 213 Sociology of the Family*	3	(D) 2 nd year - fall (E) Odd year - spring	None		
SWK 113 Working with Diversity	3	(D) 2 nd year - fall	None		



		(E) Even year - fall			
MAT 143 Quantitative Literacy	3	(D) 2 nd year - spring (E) Odd year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
HSE 210 Human Services Issues*	2	(D) 2 nd year - spring (E) Odd year - spring	Pre: Successful completion of 12 SHC in the HSE major courses		
SAB 210 Substance Abuse Counseling	3	(D) 2 nd year - spring (E) Even year - spring	None		
SAB 240 Substance Abuse Issues in Client Services	3	(D) 2 nd year - spring (E) Even year - spring	None		
WBL 111 Work-Based Learning I	1	(D) 2 nd year - spring (E) Even year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	(D) 2 nd year - spring (E) Even year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 111		

Electives: (All degree seeking students must take one Humanities/Fine Arts and elective from list below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 125, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 2 nd year - spring (E) Odd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

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Program Completion Guide
ASSOCIATE IN ARTS - UNIVERSITY TRANSFER
RCC – UNCP Elementary Education-Sociology Concentration (A10100)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A. College Orientation and Academic Transition (1 credit)

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

B. Universal General Education Transfer Component (45 credit hours)*

English Composition (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (9 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240 (Courses in Bold are offered at RCC.)		3		
		3		
		3		

Social/Behavioral Sciences (9 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210 (Courses in Bold are offered at RCC.)	SOC 210	3		
		3		
		3		

Mathematics (3-4 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select one (1) course from the following: MAT 143 (3 credits), MAT 152 (4 credits), MAT 171 (4 credits) (Courses above are offered at RCC.)				

Natural Sciences (4 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select 4 credits from the following: AST 111 and AST 111A, BIO 111, CHM 151 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)		4		



Additional General Education (13-14 credit hours)**					
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade	
Select thirteen-fourteen (13-14) semester credits of additional courses from the preceding lists or from the following: ANT 220, BIO 112, BIO 140, BIO 140A, CHI 111, CHI 112, CHM 132, CHM 152, CIS 110, CIS 115, COM 110, DRA 111, ENG 131, ENG 241, ENG 262, FRE 111, HIS 121, HIS 122, MAT 172, MAT 271, PHY 151, PHY 152, PHY 251, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 213, SOC 220, SPA 111, SPA 112, SPA 211, SPA 212 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)	SOC 213	3			
	SOC 220	3			

C. Other Required Hours (14 credit hours)*

Pre-major and/or Elective Courses (14 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select a minimum of fourteen (14) semester credits from general education courses listed above (section B) or from the following: ACC 120, ACC 121, ART 121, ART 122, ART 131, BIO 163, BIO 165, BIO 166, BIO 275, BUS 110, BUS 115, BUS 137, CHM 251, CJC 111, CJC 141, CSC 139, EDU 216, EDU 221, ENG 125, ENG 273, HEA 120, HIS 236, PED 110, PED 120, PED 121, SOC 225, SOC 240 , SPA 181, SPA 182 (Courses in Bold are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)	EDU 216	3		
	PED 110	2		
	PED 120	1		
	SOC 225	3		
	SOC 240	3		

Student must pass Praxis I Core (Reading, Writing, and Math) prior to transferring to UNC-Pembroke.

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

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Program Completion Guide
ASSOCIATE IN ARTS (A10100) (ONLINE)
 University Transfer

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A. College Orientation and Academic Transition (1 credit hour)*

Courses	Recommended Semester	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	1 st semester	1		

B. Universal General Education Transfer Component (45 credit hours)*

English Composition (6 credit hours)**

Courses	Recommended Semester	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	1 st semester	3		
ENG 112 Writing/Research in the Disciplines	2 nd semester	3		

Communications and Humanities/Fine Arts (9 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: ART 111, COM 231, ENG 231, ENG 232, ENG 242, MUS 110, PHI 240		3		
		3		
		3		

Social/Behavioral Sciences (9 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210		3		
		3		
		3		

Mathematics (3-4 credit hours)**

Note: If take 3 credit hour MAT must take 14 Additional General Education credit hours (see below).

If take 4 credit hour MAT must take 13 Additional General Education credit hours (see below).

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select one (1) course from the following: MAT 143 (3 credits), MAT 152 (4 credits) <i>Recommended to be taken either the first or second semester.</i>				

Natural Sciences (4 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
BIO 111 General Biology I	BIO 111	4		

Additional General Education (13-14 credit hours)**

Note: If take 3 credit hour MAT (see above) must take 14 Additional General Education credit hours.

If take 4 credit hour MAT (see above) must take 13 Additional General Education credit hours.



Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
<p><i>In addition to the courses listed in the Universal General Education Transfer components, the following courses will satisfy the Additional General Education hours. Courses taken to satisfy requirements above will only count once.</i></p> <p>Select thirteen to fourteen (13-14) semester credit hours of additional courses from the preceding lists or from the following: ANT 220, CIS 110, PSY 241, REL 110, REL 211, REL 212, SOC 213, SPA 111, SPA 112</p>				

C. Other Required Hours (14 credit hours)*

Pre-major and/or Elective Courses (14 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
<p>Additional fourteen (14) credit hours must be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Courses taken to satisfy requirements above will only count once. Students should select these courses based on the intended major and transfer university.</p> <p>In addition to the courses already listed in the Universal General Education Transfer and Universal General Education Electives sections, the following courses are available online: ACC 120, ACC 121, BUS 110, CJC 111, PED 110</p>				

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

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The courses listed on this program guide are the courses currently offered online through Richmond Community College. Additional courses satisfy many of the requirements necessary to complete the Associate in Arts (A10100) degree at Richmond Community College. Please speak to your advisor if you have taken courses at another college or university. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.



Program Completion Guide
ASSOCIATE IN SCIENCE (A10400)
UNIVERSITY TRANSFER
Wingate University – Pre-Pharmacy Pathway

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

College Orientation and Academic Transition (1 credit hour)*

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

Universal General Education Transfer Component (61 credit hours)*

English Composition (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (6 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take: COM 231 (Required)	COM 231	3		
Choose one: ENG 231, ENG 232	ENG	3		

Social/Behavioral Sciences (6 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from: Choose one: HIS 112, HIS 132	HIS	3		
Choose one: PSY 150, SOC 210, SOC 213		3		

Mathematics (8 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take the following courses:	MAT 171	4		
Take: MAT 171 and MAT 271	MAT 271	4		

Natural Sciences (8 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take the following courses:	CHM 151	4		
Take: CHM 151 and CHM 152	CHM 152	4		

Additional General Education hours (27 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
	BIO 111	4		



Take twenty-seven (27) semester credit hours of additional courses from the following: Take: BIO 111, CHM 251, CHM 252, MAT 152, MAT 172 Choose one: ECO 251 or ECO 252 Choose one: PHY 151 or PHY 251	CHM 251	4		
	CHM 252	4		
	ECO	3		
	MAT 152	4		
	MAT 172	4		
	PHY	4		

Other Required Hours (15 credit hours)*

Pre-major and/or Elective Courses (15 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select a minimum of fifteen (15) semester credit hours from: Take: BIO 163, BIO 275 Choose one: REL 211, REL 212, SPA 111 Choose one: Additional History, Humanities, or Social Science course from above (not taken previously).	BIO 163	5		
	BIO 275	4		

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN SCIENCE (A10400)
UNIVERSITY TRANSFER

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. College Orientation and Academic Transition (1 credit hour)*

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

B. Universal General Education Transfer Component (45 credit hours)*

English Composition (6 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (6 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from at least two (2) different disciplines: ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240 (Courses in Bold are offered at RCC.)		3		
		3		

Social/Behavioral Sciences (6 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from at least two (2) different disciplines: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210 (Courses in Bold are offered at RCC.)		3		
		3		

Mathematics (8 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following: MAT 171, MAT 172, MAT 263, MAT 271, MAT 272 (Courses in Bold are offered at RCC.)		4		
		4		

Natural Sciences (8 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select one (1) set of courses from the following: BIO 111 and BIO 112; CHM 151 and CHM 152;		4		



GEL 111 and PHY 110/110A; PHY 151 and PHY 152; PHY 251 and PHY 252 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)		4		
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Additional General Education hours (11 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select eleven (11) semester credit hours of additional courses from the preceding lists or from the following: ANT 220, ASL 111, ASL 112, AST 111, AST 111A, BIO 140, BIO 140A, CHI 111, CHI 112, CHM 132, CIS 110, CIS 115, COM 110, DRA 111, ENG 131, ENG 241, ENG 262, HIS 121, HIS 122, MAT 143, MAT 152, MAT 273, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 213, SOC 220, SOC 225, SOC 240, SPA 111, SPA 112, SPA 211, SPA 212 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)				

C. Other Required Hours (14 credit hours)*

Pre-major and/or Elective Courses (14 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select a minimum of fourteen (14) semester credit hours from general education courses listed above (section B) or from the following: ACC 120, ACC 121, ART 121, ART 122, ART 131, ART 171, ART 231, ART 232, ART 240, ART 241, ART 264, ART 265, ART 271, ART 281, ART 282, ART 283, ART 284, ART 285, ART 286, ASL 181, ASL 182, BIO 163, BIO 165, BIO 166, BIO 275, BUS 110, BUS 115, BUS 137, CHM 251, CJC 111, CJC 141, CSC 139, ENG 273, HEA 120, HIS 236, MUS 131, MUS 133, MUS 210, PED 110, PED 120, PED 121, PED 174, PED 219 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)				

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN SCIENCE (A10400)
UNIVERSITY TRANSFER
Pre-Medical Professional Pathway

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

College Orientation and Academic Transition (1 credit hour)*

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

Universal General Education Transfer Component (45 credit hours)*

English Composition (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from at least two (2) different disciplines: ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240 (Courses in Bold are offered at RCC.)		3		
		3		

Social/Behavioral Sciences (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from at least two (2) different disciplines: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210 (Courses in Bold are offered at RCC.)	PSY 150	3		
	SOC 210	3		

Mathematics (8 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following: MAT 171, MAT 172, MAT 263, MAT 271 (Courses in Bold are offered at RCC.)	MAT 171	4		
	MAT 172	4		

Natural Sciences (8 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select one (1) set of courses from the following: BIO 111 and BIO 112; CHM 151 and CHM 152;	CHM 151	4		



GEL 111 and PHY 110/110A; PHY 151 and PHY 152; PHY 251 and PHY 252 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)	CHM 152	4		
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Additional General Education hours (11 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select eleven (11) semester credit hours of additional courses from the preceding lists or from the following: ANT 220, ASL 111, ASL 112, AST 111, AST 111A, BIO 140, BIO 140A, CHI 111, CHI 112, CHM 132, CIS 110, CIS 115, COM 110, DRA 111, ENG 131, ENG 241, ENG 262, HIS 121, HIS 122, MAT 152, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 213, SPA 111, SPA 112, SPA 211, SPA 212 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)	BIO 111	4		
	BIO 112	4		
	MAT 152	4		

Other Required Hours (14 credit hours)*

Pre-major and/or Elective Courses (14 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select a minimum of fourteen (14) semester credit hours from general education courses listed above (section B) or from the following: ACC 120, ACC 121, ART 131, ASL 181, ASL 182, BIO 163, BIO 165, BIO 166, BIO 275, BUS 110, BUS 115, BUS 137, CHM 251, CJC 111, CJC 141, CSC 139, ENG 273, HEA 120, HIS 236, PED 110, PED 120, PED 121 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)	MAT 271	4		
	PHY 151	4		
	PHY 152	4		
	PED 110	2		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

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Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN ENGINEERING (A10500)
UNIVERSITY TRANSFER

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. College Orientation and Academic Transition (1 credit hour)

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

B. Universal General Education Transfer Component (42 credit hours)*

English Composition (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (6 credit hours)				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Humanities (3 credit hours)**				
Select one (1) course from the following: ENG 231, ENG 232, ENG 241, ENG 242, PHI 215, PHI 240, REL 110*** (Courses in Bold are offered at RCC.)		3		
Fine Arts and Communications (3 credit hours)**				
Select one (1) course from the following: ART 111, ART 114, ART 115, COM 231, MUS 110, MUS 112 (Courses in Bold are offered at RCC.)		3		

Social/Behavioral Sciences (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take ECO 251 and select one (1) additional course from the following: HIS 111, HIS 112, HIS 131, HIS 132 POL 120, PSY 150, SOC 210	ECO 251	3		
		3		

Mathematics (12 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take MAT 271, MAT 272, MAT 273 MAT 271 Calculus I, is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses.	MAT 271	4		
	MAT 272	4		
	MAT 273	4		

Natural Sciences (12 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade



Take CHM 151 , PHY 251 , and PHY 252	CHM 151	4		
	PHY 251	4		
	PHY 252	4		

C. Other Required Hours (17 credit hours)*

Pre-major and/or Other General Education Courses (17 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take EGR 150 and select fifteen (15) SHC of courses from the following courses classified as pre-major, elective, or general education courses within the CAA. (Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.) Students should choose courses appropriate to the specific university and engineering major requirements. BIO 111 , CHM 152 , COM 110 , CSC 134, CSC 151 , DFT 170, ECO 252 , EGR 210, EGR 212, EGR 214, EGR 215, EGR 216, EGR 220 , EGR 225 , EGR 228, HUM 110, MAT 280, MAT 285 , PED 110 (Courses in Bold are offered at RCC.)	EGR 150	2		

- NOTES:** *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.
 ***REL 110 will transfer for equivalency credit to the engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.

Students please read the following and sign below.

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Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN FINE ARTS IN VISUAL ARTS (A10600)
UNIVERSITY TRANSFER

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

College Orientation and Academic Transition (1 credit hour)

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

Universal General Education Transfer Component (40 credit hours)*

English Composition (6 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (6 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from at least two (2) different disciplines: ART 111, COM 231, ENG 231, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240 (Courses in Bold are offered at RCC.)		3		
		3		
		3		

Social/Behavioral Sciences (6 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from at least two (2) different disciplines: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210 (Courses in Bold are offered at RCC.)		3		
		3		
		3		

Mathematics (3-4 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select one (1) course from the following: MAT 143 (3 credits), MAT 152 (4 credits), MAT 171 (4 credits), MAT 271 (4 credits), MAT 272 (4 credits) (Courses in Bold are offered at RCC.)				

Natural Sciences (4 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select 4 credit hours from the following: AST 111 and AST 111A, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A (Courses in Bold are offered at RCC.)		4		

Additional General Education (15 credit hours)

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade



Take the following: ART 114, ART 115, ART 121, ART 122, ART 131 (Courses in Bold are offered at RCC.)	ART 114	3		
	ART 115	3		
	ART 121	3		
	ART 122	3		
	ART 131	3		

Other Required Hours (18-20 credit hours)*

Pre-major and/or Elective Courses (18-20 credit hours)**					
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade	
Select eighteen to twenty (18-20) semester credit hours from general education courses listed above (section B) or from the following: ART 113, ART 116, ART 117, ART 118, ART 130, ART 132, ART 135, ART 140, ART 171, ART 214, ART 231, ART 232, ART 240, ART 241, ART 242, ART 243, ART 244, ART 250, ART 260, ART 264, ART 265, ART 271, ART 281, ART 282, ART 283, ART 284, ART 285, ART 286, ART 288 (Courses in Bold are offered at RCC.)					

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

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Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: GENERAL BUSINESS (A25120GB)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Business Administration Certificate (C25120) Course Requirements 17-18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3	1 st year – fall	Pre: ENG 002 or ENG 111		
BUS 115 Business Law I*	3	1 st year – fall	Pre: ENG 002 or ENG 111		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literacy	3 2	1 st year – fall	Pre: ENG 002 or ENG 111		
BUS 137 Principles of Management*	3	1 st year – spring	Pre: ENG 002 or ENG 111		
ECO 251 Principles of Microeconomics (required for degree) or ECO 252 Principles of Macroeconomics* (required for degree)	3	2 nd year – spring 2 nd year – fall	Pre: MAT 003, ENG 002 or ENG 111		
MKT 120 Principles of Marketing*	3	1 st year – spring	Pre: ENG 002 or ENG 111		

B. Business Administration: General Business Associate in Applied Science Degree (A25120GB) Course Requirements 67-69 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 143 Quantitative Literacy or MAT 171 Precalculus Algebra	3 4	1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003 Pre: MAT 003 Tier 3 Co: MAT 071 with MAT 003 T2		
CTS 130 Spreadsheet	3	1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ENG 112 Writing/Research in the Disciplines	3	1 st year - spring	Pre: ENG 111		
ACC 120 Principles of Financial Accounting*	4	2 nd year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
BUS 121 Business Mathematics	3	2 nd year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
BUS 153 Human Resource Management	3	2 nd year – fall	Pre: ENG 002 or ENG 111		
ACC 121 Principles of Managerial Accounting	4	2 nd year – spring	Pre: ACC 120 with minimum grade of "C"		



BUS 125 Personal Finance	3	2 nd year – spring	Pre: MAT 003, ENG 002 or ENG 111		
BUS 230 Small Business Management	3	2 nd year – spring	Pre: ENG 002 or ENG 111		
BUS 239 Business Applications Seminar or WBL 111 Work Based Learning I and WBL 115 Work Based Learning Seminar I	2 1 1	2 nd year – spring	Pre: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, ECO 251, or ECO 252 Pre: 9 SHC in the major core courses Co: WBL 115 Pre: 9 SHC in the major core courses Co: WBL 111		

Required Subject Area:

Business Electives (Select 6 credit hours from the following courses)			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 139, BUS 147, BUS 228, BUS 260, BUS 261, INT 110, MKT 220, MKT 221, MKT 223, MKT 224, MKT 225, MKT 227, MKT 228, MKT 232, NPO 110, NPO 120, NPO 215, NPO 225, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of “C” or better.
**See course catalog for prerequisite and/or corequisite requirements.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: GENERAL BUSINESS (A25120GB) (ONLINE)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A. Business Administration Certificate ONLINE (C25120) Course Requirements 17-18 credit hours: Complete Section A.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3	1 st year – fall		
BUS 115 Business Law I*	3	1 st year – spring		
BUS 137 Principles of Management*	3	1 st year – fall		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literacy	3 2	1 st year – spring		
ECO 251 Principles of Microeconomics (required for degree) or ECO 252 Principles of Macroeconomics* (required for degree)	3	2 nd year – spring 2 nd year – fall		
MKT 120 Principles of Marketing*	3	1 st year – fall		

B. Business Administration: General Business Associate in Applied Science Degree ONLINE (A25120GB) Course Requirements 67-68 credit hours: Complete Sections A and B.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall		
ENG 111 Writing and Inquiry	3	1 st year – fall		
ENG 112 Writing/Research in the Disciplines	3	1 st year – spring		
MAT 143 Quantitative Literacy	3	1 st year – spring		
ACC 120 Principles of Financial Accounting*	4	2 nd year – fall		
BUS 125 Personal Finance	3	2 nd year – fall		
BUS 230 Small Business Management	3	2 nd year – fall		
CTS 130 Spreadsheet	3	2 nd year – fall		
ACC 121 Principles of Managerial Accounting	4	2 nd year – spring		
BUS 121 Business Mathematics	3	2 nd year – spring		
BUS 153 Human Resource Management	3	2 nd year – spring		
BUS 239 Business Applications Seminar or WBL 111 Work Based Learning I and WBL 115 Work Based Learning Seminar I	2 1 1	2 nd year – spring		

Required Subject Area

Business Electives (Select 6 credit hours from the following courses)**			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 139, BUS 228, BUS 260, BUS 261, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, NPO 110, NPO 111, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade



	1 st year – fall		
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

Humanities/Fine Arts Electives (3 credit hours)**			
Courses offered at RCC: ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		

Social/Behavioral Sciences Electives (3 credit hours)**			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

The following course focuses on North Carolina business culture and information: BUS 110. RichmondCC cannot guarantee applicability in another state.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ACC 121, ANT 220, ART 111, BUS 110, BUS 115, BUS 137, BUS 228, CIS 110, DRA 111, ECO 251, ECO 252, ENG 111, ENG 112, ENG 131, ENG 231, ENG 232, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MUS 110, PHI 240, PSY 150, PSY 241, REL 211, REL 212, SOC 210, SOC 213, SPA 111, and SPA 211. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: MARKETING (A25120M)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Business Administration: Marketing Certificate (C25120MK) Course Requirements 16 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MKT 120 Principles of Marketing*	3	1 st year – fall	Pre: ENG 002 or ENG 111		
MKT 223 Customer Service*	3	1 st year – spring	Pre: ENG 002 or ENG 111		
MKT 225 Marketing Research*	3	2 nd year – spring	Pre: MKT 120		
MKT 227 Marketing Applications*	3	2 nd year – fall	Pre: ENG 002 or ENG 111		
MKT 232 Social Media Marketing*	4	2 nd year – fall	Pre: ENG 002 or ENG 111		

B. Business Administration: Marketing Associate in Applied Science Degree (A25120M) Course Requirements 65-67 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
BUS 110 Introduction to Business*	3	1 st year – fall	Pre: ENG 002 or ENG 111		
BUS 115 Business Law I*	3	1 st year – fall	Pre: ENG 002 or ENG 111		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literacy*	3 2	1 st year – fall	Pre: ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 143 Quantitative Literacy or MAT 171 Precalculus Algebra	3 4	1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003 Pre: MAT 003 Tier 3 Co: MAT 071 with MAT 003 T2		
BUS 137 Principles of Management*	3	1 st year – spring	Pre: ENG 002 or ENG 111		
CTS 130 Spreadsheet	3	1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ENG 112 Writing/Research in the Disciplines	3	1 st year - spring	Pre: ENG 111		
ACC 120 Principles of Financial Accounting*	4	2 nd year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ECO 252 Principles of Macroeconomics*	3	2 nd year – fall	Pre: MAT 003, ENG 002 or ENG 111		
ACC 121 Principles of Managerial Accounting	4	2 nd year – spring	Pre: ACC 120 with minimum grade of "C"		
BUS 239 Business Applications Seminar or	2	2 nd year – spring	Pre: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, ECO 251, or ECO 252		



WBL 111 Work Based Learning I and WBL 115 Work Based Learning Seminar I	1 1		Pre: 9 SHC in the major core courses Co: WBL 115 Pre: 9 SHC in the major core courses Co: WBL 111		
MKT 220 Advertising & Sales Promotion*	3	2 nd year – spring	Pre: ENG 002 or ENG 111		

Required Subject Area:

Business Electives (Select 3 credit hours from the following courses)			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 121, BUS 125, BUS 139, BUS 147, BUS 153, BUS 228, BUS 230, BUS 260, BUS 261, ECO 251, INT 110, MKT 221, MKT 224, MKT 228, NPO 110, NPO 120, NPO 215, NPO 225, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: MARKETING (A25120MK)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Business Administration: Marketing Certificate (C25120MK) Course Requirements 16 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MKT 120 Principles of Marketing*	3	1 st year – fall	Pre: ENG 002 or ENG 111		
MKT 223 Customer Service*	3	1 st year – spring	Pre: ENG 002 or ENG 111		
MKT 225 Marketing Research*	3	2 nd year – spring	Pre: MKT 120		
MKT 227 Marketing Applications*	3	2 nd year – fall	Pre: ENG 002 or ENG 111		
MKT 232 Social Media Marketing*	4	2 nd year – fall	Pre: ENG 002 or ENG 111		

B. Business Administration: Marketing Associate in Applied Science Degree (A25120MK) Course Requirements 65-67 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
BUS 110 Introduction to Business*	3	1 st year – fall	Pre: ENG 002 or ENG 111		
BUS 115 Business Law I*	3	1 st year – fall	Pre: ENG 002 or ENG 111		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literacy*	3 2	1 st year – fall	Pre: ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 143 Quantitative Literacy or MAT 171 Precalculus Algebra	3 4	1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003 Pre: MAT 003 Tier 3 Co: MAT 071 with MAT 003 T2		
BUS 137 Principles of Management*	3	1 st year – spring	Pre: ENG 002 or ENG 111		
CTS 130 Spreadsheet	3	1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ENG 112 Writing/Research in the Disciplines	3	1 st year - spring	Pre: ENG 111		
ACC 120 Principles of Financial Accounting*	4	2 nd year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ECO 252 Principles of Macroeconomics*	3	2 nd year – fall	Pre: MAT 003, ENG 002 or ENG 111		
ACC 121 Principles of Managerial Accounting	4	2 nd year – spring	Pre: ACC 120 with minimum grade of "C"		
BUS 239 Business Applications Seminar or	2	2 nd year – spring	Pre: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, ECO 251, or ECO 252		



WBL 111 Work Based Learning I	1		Pre: 9 SHC in the major core courses Co: WBL 115		
and WBL 115 Work Based Learning Seminar I	1		Pre: 9 SHC in the major core courses Co: WBL 111		
MKT 220 Advertising & Sales Promotion*	3	2 nd year – spring	Pre: ENG 002 or ENG 111		

Required Subject Area:

Business Electives (Select 3 credit hours from the following courses)			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 121, BUS 125, BUS 139, BUS 147, BUS 153, BUS 228, BUS 230, BUS 260, BUS 261, ECO 251, INT 110, MKT 221, MKT 224, MKT 228, NPO 110, NPO 120, NPO 215, NPO 225, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of “C” or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: PUBLIC ADMINISTRATION (A25120PA)
Government Support Specialist**

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Business Administration: Public Administration Certificate (C25120H) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management*	3	2 nd year – fall	Pre: ENG 002 or ENG 111		
BUS 153 Human Resource Management*	3	2 nd year – spring	Pre: ENG 002 or ENG 111		
PAD 151 Intro to Public Administration*	3	1 st year – fall	None		
PAD 152 Ethics in Government*	3	1 st year – spring	None		
PAD 251 Public Finance & Budgeting*	3	2 nd year – fall	None		
PAD 252 Public Policy Analysis*	3	2 nd year – fall	None		

B. Business Administration: Public Administration Associate in Applied Science Degree (A25120PA) Course Requirements 67-69 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
BUS 115 Business Law I	3	1 st year – fall	Pre: ENG 002 or ENG 111		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literary	3 2	1 st year – fall	Pre: ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 143 Quantitative Literacy or MAT 171 Precalculus Algebra	3 4	1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003 Pre: MAT 003 Tier 3 Co: MAT 071 with MAT 003 T2		
BUS 110 Intro to Business	3	1 st year – spring	Pre: ENG 002 or ENG 111		
CTS 130 Spreadsheet	3	1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ENG 112 Writing/Research in the Disciplines	3	1 st year – spring	Pre: ENG 111		
MKT 120 Principles of Marketing	3	1 st year – spring	Pre: ENG 002 or ENG 111		
ACC 120 Principles of Financial Accounting*	4	2 nd year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ECO 252 Principles of Macroeconomics*	3	2 nd year – fall	Pre: MAT 003, ENG 002 or ENG 111		
ACC 121 Principles of Managerial Accounting	4	2 nd year – spring	Pre: ACC 120 with minimum grade of "C"		
BUS 239 Business Applications Seminar	2	2 nd year – spring	Pre: ACC 120, BUS 115,		



			BUS 137, MKT 120, and either ECO 151, ECO 251, or ECO 252	
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Required Subject Area:

Business Electives (Select 6 credit hours from the following courses)			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 125, BUS 139, BUS 147, BUS 228, BUS 260, BUS 261, INT 110, MKT 220, MKT 221, MKT 223, MKT 224, MKT 225, MKT 227, MKT 228, MKT 232, NPO 110, NPO 120, NPO 215, NPO 225 PMT 110, PMT 210, PMT 215.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		
	2 nd year – spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)
Healthcare Manager

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Healthcare Management Certificate (C25200) Course Requirements 16-17 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
HMT 110 Intro to Healthcare Management*	3	1 st year – fall	None		
MED 118 Medical Law & Ethics*	2	1 st year - fall	Pre: ENG 002 or ENG 111		
MED 121 Medical Terminology I*	3	1 st year - fall	None		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literacy*	3 2	1 st year - spring	Pre: ENG 002 or ENG 111		
MED 122 Medical Terminology II*	3	1 st year - spring	Pre: MED 121		
HMT 210 Medical Insurance*	3	2 nd year - fall	Pre: MED 121		

B. Healthcare Management Technology Associate in Applied Science Degree (A25200) Course Requirements 67 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall	None		
ACC 120 Principles of Financial Accounting*	4	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year - fall	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 143 Quantitative Literacy	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
ACC 121 Principles of Management Accounting*	4	1 st year - spring	Pre: ACC 120 (min. grade of C)		
BUS 137 Principles of Management	3	1 st year – spring	Pre: ENG 002 or ENG 111		
OST 131 Keyboarding	2	1 st year - spring	Pre: 25 NWPM on keyboarding placement test		
ENG 112 Writing/Research in the Disciplines	3	1 st year - spring	Pre: ENG 111		
BUS 153 Human Resource Management	3	2 nd year - fall	Pre: ENG 002 or ENG 111		
HMT 211 Long-Term Care Administration*	3	2 nd year - fall	None		
ACC 225 Cost Accounting	3	2 nd year - spring	Pre: ACC 121		
WBL 111 Work-Based Learning I	1	2 nd year - spring	Pre: 9 SHC in major core courses Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	2 nd year - spring	Pre: 9 SHC in major core courses Co: WBL 111 or WBL 112		



CTS 130 Spreadsheet	3	2 nd year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
HMT 220 Healthcare Financial Management*	4	2 nd year - spring	Pre: ACC 120, HMT 110		
HMT 225 Practice Management Simulation	3	2 nd year - spring	Pre: HMT 210 Co: HMT 220		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - fall		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - HEALTHCARE MANAGEMENT TECHNOLOGY (A25200) (ONLINE)
Healthcare Manager

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A. Healthcare Management Certificate-ONLINE (C25200) Course Requirements 17 credit hours: Complete Section A.**

Courses**	Cr.	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
HMT 110 Intro to Healthcare Management	3	1 st year - fall		
MED 121 Medical Terminology I*	3	1 st year - fall		
CIS 110 Introduction to Computers*	3	1 st year - spring		
MED 122 Medical Terminology II	3	1 st year - spring		
HMT 210 Medical Insurance	3	2 nd year - fall		
MED 118 Medical Law & Ethics*	2	2 nd year - fall		

B. Healthcare Management Technology Associate in Applied Science Degree-ONLINE (A25200) Course Requirements 67 credit hours: Complete Sections A and B.**

Courses**	Cr.	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
ACA 122 College Transfer Success	1	1 st year - fall		
ACC 120 Principles of Financial Accounting*	4	1 st year - fall		
ENG 111 Writing and Inquiry	3	1 st year - fall		
MAT 143 Quantitative Literacy	3	1 st year - fall		
ACC 121 Principles of Management Accounting*	4	1 st year - spring		
BUS 137 Principles of Management	3	1 st year - spring		
ENG 112 Writing/Research in the Disciplines	3	1 st year - spring		
OST 131 Keyboarding	2	1 st year - spring		
BUS 153 Human Resource Management	3	2 nd year - fall		
HMT 211 Long-Term Care Administration*	3	2 nd year - fall		
ACC 225 Cost Accounting	3	2 nd year - spring		
CTS 130 Spreadsheet	3	2 nd year - spring		
HMT 220 Healthcare Financial Management*	3	2 nd year - spring		
HMT 225 Practice Management Simulation	3	2 nd year - spring		
WBL 111 Work-Based Learning I	1	2 nd year - spring		
WBL 115 Work-Based Learning Seminar I	1	2 nd year - spring		

Humanities/Fine Arts Electives (3 credit hours)**

Courses offered at RCC:

ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, REL 212

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - fall		

Social/Behavioral Sciences Electives (3 credit hours)**

Courses offered at RCC:

ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.



**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as a RichmondCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time and financial aid may be affected. My advisor and the Career and Transfer Center has information regarding other colleges and transfer opportunities and job opportunities that I can investigate after completing my degree, and I understand that if I would like more information I can schedule an appointment with him/her or contact the Career and Transfer Center.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ACC 121, ANT 220, ART 111, BUS 110, BUS 115, BUS 137, BUS 228, CIS 110, DRA 111, ECO 251, ECO 252, ENG 111, ENG 112, ENG 131, ENG 231, ENG 232, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MUS 110, PHI 240, PSY 150, PSY 241, REL 211, REL 212, SOC 210, SOC 213, SPA 111, and SPA 211. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - OFFICE ADMINISTRATION (A25370)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Microsoft Office Certificate (C25370MS) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTS 130 Spreadsheet	3	2 nd year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
DBA 110 Database Concepts	3	2 nd year – spring	Pre: CIS 110, CIS 111, CTI 110, or OST 136		
OST 136 Word Processing*	3	1 st year – spring	None		
OST 137 Office Applications I*	3	2 nd year – fall	None		
OST 233 Office Publications Design	3	2 nd year – spring	Pre: OST 136		
OST 236 Advanced Word Processing	3	2 nd year – fall	Pre: OST 136		

B. Office Administration Certificate (C25370R) Course Requirements 18 credit hours: Complete Section B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
OST 131 Keyboarding	2	1 st year – fall	Pre: 25 NWPM on keyboarding placement test		
OST 136 Word Processing*	3	1 st year – spring	None		
OST 137 Office Applications I*	3	2 nd year – fall	None		
OST 164 Office Editing*	3	1 st year – spring	Pre: OST 131		
OST 184 Records Management*	3	1 st year – fall	None		

C. Office Administration Associate in Applied Science Degree (A25370) Course Requirements 64-66 credit hours: Complete Sections B and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management	3	1 st year – fall	Pre: ENG 002 or ENG 111		
MAT 143 Quantitative Literacy	3	1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
CTS 130 Spreadsheet	3	1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ENG 112 Writing/Research in the Disciplines or COM 231 Public Speaking	3	1 st year – spring	Pre: ENG 111 Pre: ENG 002 or ENG 111		
OST 132 Keyboard Skill Building	2	1 st year – spring	Pre: OST 131		



OST 134 Text Entry & Formatting	3	1 st year – spring	Pre: OST 131 Co: OST 132		
ACC 115 College Accounting or ACC 120 Principles of Financial Accounting	4	2 nd year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
OST 236 Advanced Word Processing	3	2 nd year – fall	Pre: OST 136		
BUS 121 Business Mathematics	3	2 nd year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
DBA 110 Database Concepts	3	2 nd year – spring	Pre: OST 136		
OST 233 Office Publications Design	3	2 nd year – spring	Pre: OST 136		
OST 286 Professional Development or WBL 112 Work-Based Learning I	3 2	2 nd year – spring	Pre: ENG 111 Pre: 9 SHC in the major core courses		
OST 289 Office Admin Capstone*	3	2 nd year – spring	Pre: ENG 111, OST 134, OST 136, OST 164, OST 236		

Required Subject Area:

Electives (Select one course from the list below) (2-3 credit hours)**			
ACC 150, BUS 110, BUS 125, BUS 153, BUS 228, BUS 230, BUS 261, CIS 115, CTS 120, ECO 251, ECO 252, MED 121, MKT 120, MKT 221, MKT 223, MKT 224, MKT 228, PSY 150, WEB 110, WEB 140			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

Social/Behavioral Sciences Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: CYBER SECURITY (A25590A)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Information Technology: Security+ Prep (Certificate) (C25590A2) Course Requirements 12 credit hours: Complete Section A. *Note: Security+ Prep (C25590A2) is a subset of the Cyber Security Technician (C25590A1) certificate. Students using financial aid should enroll in Cyber Security Technician (C25590A1).*

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTI 110 Web, Pgm, & DB Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTI 120 Network & Sec Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 120 Hardware/Software Support*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
SEC 110 Security Concepts*	3	1 st year - spring	Pre: CTI 120		

B. Information Technology: Cyber Security Technician (Certificate) (C25590A1) Course Requirements 18 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
NET 125 Introduction to Networks*	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
SEC 160 Security Administration I*	3	2 nd year - fall	Pre: SEC 110		

C. Information Technology: Cyber Security (Diploma) (D25590A) Course Requirements 46 credit hours: Complete Sections A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall	None		
CTS 115 Info Sys Business Concepts*	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 220 Adv Hard/Software Support	3	1 st year - spring	Pre: CTS 120		
NOS 130 Windows Single User	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year - summer	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 143 Quantitative Literacy	3	1 st year - summer	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
NOS 120 Linux/UNIX Single User	3	2 nd year - fall	Pre: CTS 120		
NOS 230 Windows Administration I	3	2 nd year - fall	Pre: NOS 130		
COM 231 Public Speaking or	3	2 nd year - spring	Pre: ENG 002 or ENG 111		



ENG 112 Writing/Research in the Disciplines	3		Pre: ENG 111		
WEB 140 Web Development Tools	3	2 nd year - spring	Pre: CTI 110		

D. Information Technology: Cyber Security (A25590A) Course Requirements 65 credit hours: Complete Sections A, B, C, and D.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 115 Introduction to Programming and Logic	3	1 st year - fall	Pre: MAT 003, ENG 002 or ENG 111		
DBA 120 Database Programming I	3	2 nd year - fall	Pre: CTI 110		
CTS 289 System Support Project*	3	2 nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		

Required Subject Area:

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
IT Cyber Security Elective (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 110, CIS 111, CSC 151, CSC 153, CTS 130, CTS 155, DBA 120, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, MKT 233, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120, WEB 141, WEB 250.			
Note: Only 3 SHC of SPA are allowed towards the Information Technology degree.			
	2 nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212			
	1 st year - summer		

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, POL 120, PSY 150, PSY 241, SOC 210, SOC 213			
	1 st year - summer		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____



Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: CYBER SECURITY (A25590A) (ONLINE)

Student Name: _____ **ID #:** _____ **Date of Enrollment:** _____

Advisor Name: _____ **Contact Information:** _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Courses**	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall		
CIS 115 Introduction to Programming and Logic	3	1 st year - fall		
CTI 110 Web, Pgm, & DB Foundation*	3	1 st year - fall		
CTI 120 Network & Sec Foundation*	3	1 st year - fall		
CTS 120 Hardware/Software Support*	3	1 st year - fall		
CTS 115 Info Sys Business Concepts*	3	1 st year - spring		
CTS 220 Adv Hard/Software Support	3	1 st year - spring		
NET 125 Introduction to Networks*	3	1 st year - spring		
NOS 130 Windows Single User	3	1 st year - spring		
SEC 110 Security Concepts*	3	1 st year - spring		
ENG 111 Writing and Inquiry	3	1 st year - summer		
MAT 143 Quantitative Literacy	3	1 st year - summer		
DBA 120 Database Programming I	3	2 nd year - fall		
NOS 120 Linux/UNIX Single User	3	2 nd year - fall		
NOS 230 Windows Administration I	3	2 nd year - fall		
SEC 160 Security Administration I*	3	2 nd year - fall		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	2 nd year - spring		
CTS 289 System Support Project*	3	2 nd year - spring		
WEB 140 Web Development Tools	3	2 nd year - spring		

Required Subject Area:**

IT Cyber Security Elective (Select 4 credit hours from the following courses)			
ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CIS 110, CSC 151, CSC 153, CTS 130, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SPA 111, WEB 141, WEB 250.			
<i>Note: Only 3 SHC of SPA are allowed towards the Information Technology degree.</i>			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

Electives: (All degree-seeking students must take one Humanities/Fine Arts elective.)**

Humanities/Fine Arts Elective (3 credit hours): Courses offered at RCC:			
ART 111, ENG 131, ENG 262, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - summer		



Electives: (All degree-seeking students must take one Social/Behavioral Sciences elective.)**

Social/Behavioral Sciences Elective (3 credit hours): Courses offered at RCC:			
ANT 220, HIS 131, HIS 132, HIS 236, POL 120, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - summer		

NOTES: *All courses must be completed with a grade of “C” or better.
 **See course catalog for prerequisite and/or corequisite requirements.

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Student Name: _____ Student Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

In order to receive the **Information Technology: Cyber Security Technician Certificate (C25590A1)** the following courses must be taken and passed with a grade of “C” or higher: CTI 110, CTI 120, CTS 120, NET 125, SEC 110, and SEC 160.

In order to receive the **Information Technology: Security+ Prep (C25590A2)** the following courses must be taken and passed with a grade of “C” or higher: CTI 110, CTI 120, CTS 120, and SEC 110. Note: **Security+ Prep (C25590A2)** is a subset of the **Cyber Security Technician (C25590A1)** certificate. Students using financial aid should enroll in **Cyber Security Technician (C25590A1)**.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ART 111, BUS 110, BUS 115, BUS 137, CIS 110, CIS 115, COM 231, CSC 151, ECO 251, ECO 252, ENG 111, ENG 112, ENG 231, ENG 232, MAT 143, MUS 110, PHI 240, and SPA 111. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: IT SUPPORT (A25590B)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Information Technology: A+ Prep (Certificate) (C25590B2) Course Requirements 12 credit hours: Complete Section A. *Note: A+ Prep (C25590B2) is a subset of the Entry Level Computer Technician (C25590B1) certificate. Students using financial aid should enroll in Entry Level Computer Technician (C25590B1).*

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTI 120 Network & Sec Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 120 Hardware/Software Support*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 220 Adv Hard/Software Support*	3	1 st year - spring	Pre: CTS 120		
NOS 130 Windows Single User	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		

B. Information Technology: Entry Level Computer Technician (Certificate) (C25590B1) Course Requirements 18 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTI 110 Web, Pgm, & DB Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
NET 125 Introduction to Networks	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		

C. Information Technology: IT Support (Diploma) (D25590B) Course Requirements 46 credit hours: Complete Sections A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall	None		
CIS 110 Introduction to Computers	3	1 st year - fall	Pre: ENG 002 or ENG 111		
CTS 115 Info Sys Business Concepts*	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
SEC 110 Security Concepts*	3	1 st year - spring	Pre: CTI 120		
ENG 111 Writing and Inquiry	3	1 st year - summer	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 143 Quantitative Literacy	3	1 st year - summer	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
CTS 155 Tech Support Functions*	3	2 nd year - fall	Pre: CTI 120		
NOS 120 Linux/UNIX Single User	3	2 nd year - fall	Pre: CTS 120		
NOS 230 Windows Administration I	3	2 nd year - fall	Pre: NOS 130		
PMT 110 Intro to Project Mgmt	3	2 nd year - fall	None		



COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	2 nd year - spring	Pre: ENG 002 or ENG 111		
			Pre: ENG 111		

D. Information Technology: IT Support (A25590B) Course Requirements 65 credit hours: Complete Sections A, B, C, and D.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
DBA 110 Database Concepts	3	2 nd year - spring	Pre: CIS 110, CIS 111, CTI 110, or OST 136		
CTS 289 System Support Project*	3	2 nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		

Required Subject Area:

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
IT Tech Support Electives (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 115, CSC 151, CSC 153, CTS 130, DBA 120, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, MKT 233, OST 137, PMT 210, PMT 215, SPA 111, SPA 120, WEB 140, WEB 141, WEB 250.			
<i>Note: Only 3 SHC of SPA are allowed towards the Information Technology degree.</i>			
	2 nd year - spring		
	2 nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212			
	1 st year - summer		

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
Social/Behavioral Sciences Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, POL 120, PSY 150, PSY 241, SOC 210, SOC 213			
	1 st year - summer		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: SOFTWARE AND WEB DEVELOPMENT (A25590C)
with COMPUTER PROGRAMMING SPECIALIST (C25590C2)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Information Technology: Computer Programming Specialist (Certificate) (C25590C2) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 115 Introduction to Programming and Logic	3	1 st year - fall	Pre: MAT 003, ENG 002 or ENG 111		
CTI 110 Web, Pgm, & DB Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTI 120 Network & Sec Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CSC 153 C# Programming*	3	1 st year - spring	Pre: CIS 115		
WEB 140 Web Development Tools	3	1 st year - spring	Pre: CTI 110		
CSC 151 Java Programming*	3	2 nd year - fall	Pre: CIS 115		

B. Information Technology: Software and Web Development (Diploma) (D25590C) Course Requirements 46 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall	None		
CTS 120 Hardware/Software Support*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 115 Info Sys Business Concepts*	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
NET 125 Introduction to Networks	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year - summer	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 143 Quantitative Literacy	3	1 st year - summer	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	2 nd year - fall	Pre: ENG 002 or ENG 111 Pre: ENG 111		
NOS 120 Linux/UNIX Single User	3	2 nd year - fall	Pre: CTS 120		
DBA 120 Database Programming I*	3	2 nd year - fall	Pre: CTI 110		
WEB 141 Mobile Interface Design	3	2 nd year - fall	Pre: CTI 110		
WEB 250 Database Driven Websites	3	2 nd year - spring	Pre: CTI 110		



			Co: WEB 140 and DBA 110 or DBA 120		
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C. Information Technology: Software and Web Development (A25590C) Course Requirements 65 credit hours: Complete Sections A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTS 289 System Support Project*	3	2 nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		
SEC 110 Security Concepts	3	2 nd year - spring	Pre: CTI 120		

Required Subject Area:

IT Software and Web Development Electives (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 110, CIS 111, CTS 130, CTS 155, DBA 110, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, MKT 233, NOS 230, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SEC 160, SPA 111, SPA 120.			
<i>Note: Only 3 SHC of SPA are allowed towards the Information Technology degree.</i>			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - summer		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.			
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, POL 120, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - summer		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____



Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: SOFTWARE AND WEB DEVELOPMENT (A25590C)
with MOBILE APPLICATIONS DEVELOPMENT SPECIALIST (C25590C3)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Information Technology: Mobile Applications Development Specialist (Certificate) (C25590C3) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 115 Introduction to Programming and Logic	3	1 st year - fall	Pre: MAT 003, ENG 002 or ENG 111		
CTI 110 Web, Pgm, & DB Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTI 120 Network & Sec Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
WEB 140 Web Development Tools	3	1 st year - spring	Pre: CTI 110		
CSC 151 Java Programming*	3	2 nd year - fall	Pre: CIS 115		
WEB 141 Mobile Interface Design	3	2 nd year - fall	Pre: CTI 110		

B. Information Technology: Software and Web Development (Diploma) (D25590C) Course Requirements 46 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall	None		
CTS 120 Hardware/Software Support*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CSC 153 C# Programming*	3	1 st year - spring	Pre: CIS 115		
CTS 115 Info Sys Business Concepts*	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year - summer	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 143 Quantitative Literacy	3	1 st year - summer	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	2 nd year - fall	Pre: ENG 002 or ENG 111 Pre: ENG 111		
NOS 120 Linux/UNIX Single User	3	2 nd year - fall	Pre: CTS 120		
DBA 120 Database Programming I*	3	2 nd year - fall	Pre: CTI 110		
WEB 250 Database Driven Websites	3	2 nd year - spring	Pre: CTI 110 Co: WEB 140 and DBA 110 or DBA 120		



C. Information Technology: Software and Web Development (A25590C) Course Requirements 65 credit hours: Complete Sections A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
NET 125 Introduction to Networks	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 289 System Support Project*	3	2 nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		
SEC 110 Security Concepts	3	2 nd year - spring	Pre: CTI 120		

Required Subject Area:

IT Software and Web Development Elective (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 110, CIS 111, CTS 130, CTS 155, DBA 110, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, MKT 233, NOS 230, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SEC 160, SPA 111, SPA 120.			
Note: Only 3 SHC of SPA are allowed towards the Information Technology degree.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - summer		

Social/Behavioral Sciences Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, POL 120, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - summer		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: SOFTWARE AND WEB DEVELOPMENT (A25590C)
with WEB DEVELOPMENT SPECIALIST (C25590C1)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Information Technology: Web Development Specialist (Certificate) (C25590C1) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 115 Introduction to Programming and Logic	3	1 st year - fall	Pre: MAT 003, ENG 002 or ENG 111		
CTI 110 Web, Pgm, & DB Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
WEB 140 Web Development Tools	3	1 st year - spring	Pre: CTI 110		
DBA 120 Database Programming I	3	2 nd year - fall	Pre: CTI 110		
WEB 141 Mobile Interface Design	3	2 nd year - fall	Pre: CTI 110		
WEB 250 Database Driven Websites	3	2 nd year - spring	Pre: CTI 110 Co: WEB 140 and DBA 110 or DBA 120		

B. Information Technology: Software and Web Development (Diploma) (D25590C) Course Requirements 46 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall	None		
CTI 120 Network & Sec Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 120 Hardware/Software Support*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CSC 153 C# Programming*	3	1 st year - spring	Pre: CIS 115		
CTS 115 Info Sys Business Concepts*	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
NET 125 Introduction to Networks	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year - summer	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 143 Quantitative Literacy	3	1 st year - summer	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	2 nd year - fall	Pre: ENG 002 or ENG 111 Pre: ENG 111		
CSC 151 Java Programming*	3	2 nd year - fall	Pre: CIS 115		



DBA 120 Database Programming I*	3	2 nd year - fall	Pre: CTI 110		
NOS 120 Linux/UNIX Single User	3	2 nd year - fall	Pre: CTS 120		
SEC 110 Security Concepts	3	1 st year - spring	Pre: CTI 120		

C. Information Technology: Software and Web Development (A25590C) Course Requirements 65 credit hours: Complete Sections A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTS 289 System Support Project*	3	2 nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		

Required Subject Area:

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
IT Software and Web Development Electives (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 110, CIS 111, CTS 130, CTS 155, DBA 110, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, MKT 233, NOS 230, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SEC 160, SPA 111, SPA 120.			
Note: Only 3 SHC of SPA are allowed towards the Information Technology degree.			
	2 nd year - spring		
	2 nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212			
	1 st year - summer		

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, POL 120, PSY 150, PSY 241, SOC 210, SOC 213			
	1 st year - summer		

NOTES: *All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____



Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: SOFTWARE AND WEB DEVELOPMENT SPECIALIST (A25590C) (ONLINE)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Information Technology: Software and Web Development (Online) (A25590C) Course Requirements 65 credit hours.

Courses**	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall		
CIS 115 Introduction to Programming and Logic	3	1 st year - fall		
CTI 110 Web, Pgm, & DB Foundation*	3	1 st year - fall		
CTI 120 Network & Sec Foundation*	3	1 st year - fall		
CTS 120 Hardware/Software Support*	3	1 st year - fall		
CSC 153 C# Programming*	3	1 st year - spring		
CTS 115 Info Sys Business Concepts*	3	1 st year - spring		
NET 125 Introduction to Networks*	3	1 st year - spring		
WEB 140 Web Development Tools	3	1 st year - spring		
ENG 111 Writing and Inquiry	3	1 st year - summer		
MAT 143 Quantitative Literacy	3	1 st year - summer		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	2 nd year - fall		
CSC 151 Java Programming*	3	2 nd year - fall		
DBA 120 Database Programming I*	3	2 nd year - fall		
NOS 120 Linux/UNIX Single User	3	2 nd year - fall		
WEB 141 Mobile Interface Design	3	2 nd year - fall		
CTS 289 System Support Project*	3	2 nd year - spring		
SEC 110 Security Concepts	3	2 nd year - spring		
WEB 250 Database Driven Websites	3	2 nd year -spring		

Required Subject Area:**

IT Software and Web Development Elective (Select 4 credit hours from the following courses)			
ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CIS 110, CSC 151, CSC 153, CTS 130, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SPA 111, WEB 250.			
Note: Only 3 SHC of SPA are allowed towards the Information Technology degree.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year -spring		

Electives: (All degree-seeking students must take one Humanities/Fine Arts elective.)**

Humanities/Fine Arts Elective (3 credit hours): Courses offered at RCC:			
ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - summer		

Electives: (All degree-seeking students must take one Social/Behavioral Sciences elective.)**

Academic Year: 2019-2020

Revised 4/11/2019



Social/Behavioral Sciences Elective (3 credit hours): Courses offered at RCC:			
ANT 220, HIS 131, HIS 132, HIS 236, POL 120, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - summer		

NOTES: *All courses must be completed with a grade of “C” or better.
 **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as a RichmondCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time and financial aid may be affected. My advisor and the Career and Transfer Center has information regarding other colleges and transfer opportunities and job opportunities that I can investigate after completing my degree, and I understand that if I would like more information I can schedule an appointment with him/her or contact the Career and Transfer Center.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

In order to receive the **Information Technology: WEB Development Specialist (C25590C1)** the following courses must be taken: CIS 115; CTI 110; DBA 120; WEB 140; WEB 141; WEB 250.

In order to receive the **Information Technology: Computer Programming Specialist Certificate (C25590C2)** the following courses must be taken: CIS 115; CTI 110; CTI 120; CSC 151, CSC 153; WEB 140.

In order to receive the **Information Technology: Mobile Applications Development Specialist (C25590C3)** the following courses must be taken: CIS 115; CTI 110; CTI 120; CSC 151; WEB 141; WEB 140.

In order to earn the **Information Technology: Software and WEB Development Diploma (D25590C)** the 46 required credits in the following courses must be taken: ACA 122; CIS 115; COM 231 or ENG 112; CSC 151; CSC 153; CTI 110; CTI 120; CTS 115; CTS 120; DBA 120; ENG 111; MAT 143; NOS 120; WEB 140; WEB 141; WEB 250.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ART 111, BUS 110, BUS 115, BUS 137, CIS 110, CIS 115, COM 231, CSC 151, ECO 251, ECO 252, ENG 111, ENG 112, ENG 231, ENG 232, MAT 143, MUS 110, PHI 240, and SPA 111. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - INFORMATION TECHNOLOGY
NETWORK MANAGEMENT (C25590D1)
NETWORK+ PREP (C25590D2)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Information Technology: Network+ Prep (Certificate) (C25590D2) Course Requirements 12 credit hours: Complete Section A.

Note: Network+ Prep (C25590D2) is a subset of the Network Management (C25590D1) certificate. Students using financial aid should enroll in Network Management (C25590D1).

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTI 120 Network & Sec Foundation	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 120 Hardware/Software Support	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
NET 125 Introduction to Networks	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
NOS 130 Windows Single User	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		

B. Information Technology: Network Management (Certificate) (C25590D1) Course Requirements 18 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
SEC 110 Security Concepts	3	1 st year - spring	Pre: CTI 120		
NOS 230 Windows Administration I	3	2 nd year - fall	Pre: NOS 130		

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: IT SUPPORT-HEALTHCARE (A25590E)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Information Technology: IT Support-Healthcare (Diploma) (D25590E) Course Requirements 46 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall	None		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	2 nd year - spring	Pre: ENG 002 or ENG 111 Pre: ENG 111		
CTI 110 Web, Pgm, & DB Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTI 120 Network & Sec Foundation*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 115 Info Sys Business Concepts*	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 120 Hardware/Software Support*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 155 Tech Support Functions*	3	2 nd year - fall	Pre: CTI 120		
CTS 220 Adv Hard/Software Support*	3	1 st year - spring	Pre: CTS 120		
DBA 120 Database Programming	3	2 nd year - fall	Pre: CTI 110		
ENG 111 Writing and Inquiry	3	1 st year - summer	Pre: ENG 002 Co: ACA 122, ENG 011		
HBI 110 Issues and Trends in HBI	3	2 nd year - fall	None		
MAT 143 Quantitative Literacy	3	1 st year - summer	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
NET 125 Introduction to Networks	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
NOS 120 Linux/UNIX Single User	3	2 nd year - fall	Pre: CTS 120		
NOS 130 Windows Single User	3	1 st year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
SEC 110 Security Concepts*	3	2 nd year - spring	Pre: CTI 120		

B. Information Technology: IT Support-Healthcare (A25590E) Course Requirements 68 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
PMT 110 Intro to Project Mgmt	3	1 st year - fall	None		
HMT 110 Intro to Healthcare Management	3	1 st year - spring	None		
NOS 230 Windows Administration I	3	2 nd year - fall	Pre: NOS 130		



CTS 289 System Support Project*	3	2 nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		
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Required Subject Area:

IT Tech Support Elective (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 110, CIS 111, CIS 115, CSC 151, CSC 153, CTS 130, DBA 110, ECO 251, ECO 252, ELC 112, HBI 110, HMT 210, MKT 120, MKT 221, MKT 233, OST 136, OST 137, PMT 210, PMT 215, SEC 160, SPA 111, SPA 120, WEB 140, WEB 141, WEB 250.			
<i>Note: Only 3 SHC of SPA are allowed towards the Information Technology degree.</i>			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - summer		

Social/Behavioral Sciences Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, POL 120, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - summer		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE – ACCOUNTING AND FINANCE (A25800)
Accounting Specialist

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Accounting Specialist Certificate (C258000A) Course Requirements: 17-18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACC 120 Principles of Financial Accounting*	4	(D, E) 1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CIS 110 Introduction to Computers*	3	(D, E) 1 st year – fall	Pre: ENG 002 or ENG 111		
Math Option (Choose One): MAT 143 Quantitative Literacy (required for Bookkeeper certificate)	3		Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
MAT 152 Statistical Methods I	4	(D, E) 1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: MAT 052 with MAT 003		
MAT 171 Precalculus Algebra	4		Pre: MAT 003 Tier 3 Co: MAT 071 with MAT 003 Tier 2		
ACC 121 Principles of Managerial Accounting* (not required for Bookkeeper certificate)	4	(D,E) 1st year - spring	Pre: ACC 120 with minimum grade of "C"		
ECO 251 Principles of Microeconomics* or ECO 252 Principles of Macroeconomics BOTH ARE REQUIRED FOR THE DEGREE (not required for Bookkeeper certificate)	3	(D) 1 st year – spring (E) 1 st year – summer (D) 1 st year – fall (E) 2 nd year – fall	Pre: MAT 003, ENG 002 or ENG 111		

B. Bookkeeper Certificate (C25800B) Course Requirements: 18 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACC 122 Principles of Financial Accounting II	3	(D, E) 1 st year – spring	Pre: ACC 120 with minimum grade of "C"		
ACC 150 Accounting Software Applications*	2	(D) 1 st year – spring (E) 1 st year – summer	Pre: ACC 115 or ACC 120, CIS 110		
BUS 121 Business Mathematics (meets Business Elective requirement for degree)	3	2 nd year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		

C. Payroll Accountant Specialist Certificate (C25800C) Course Requirements: 17 credit hours: Complete Section C.



Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACC 120 Principles of Financial Accounting*	4	(D, E) 1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ACC 140 Payroll Accounting (<i>meets Business Elective requirement for degree</i>)	2	1 st year – spring	Pre: ACC 115 or ACC 120		
ACC 150 Accounting Software Applications*	2	(D) 1 st year – spring (E) 1 st year – summer	Pre: ACC 115 or ACC 120, CIS 110		
BUS 121 Business Mathematics (<i>meets Business Elective requirement for degree</i>)	3	1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CIS 110 Introduction to Computers*	3	(D, E) 1 st year – fall	Pre: ENG 002 or ENG 111		
CTS 130 Spreadsheets*	3	(D, E) 1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		

D. Tax Preparer Certificate (C25800D) Course Requirements: 16 credit hours: Complete Section D.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACC 120 Principles of Financial Accounting*	4	(D, E) 1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ACC 129 Individual Income Taxes*	3	(D) 1 st year – spring (E) 2 nd year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ACC 130 Business Income Taxes	3	(D) 2 nd year – fall (E) 2 nd year – spring	Pre: ACC 120 with minimum grade of “C”		
BUS 125 Personal Finance*	3	(D) 2 nd year – fall (E) 1 st year – spring	Pre: MAT 003, ENG 002 or ENG 111		
CIS 110 Introduction to Computers*	3	(D, E) 1 st year – fall	Pre: ENG 002 or ENG 111		

E. Accounting Associate in Applied Science Degree (A25800) Course Requirements 66-69 credit hours: Complete Sections A, B, and E.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1 st year – fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
ACC 129 Individual Income Taxes*	3	(D) 1 st year – spring (E) 2 nd year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CTS 130 Spreadsheets*	3	(D, E) 1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disc	3	(D) 1 st year – summer (E) 1 st year – spring	Pre: ENG 002 or ENG 111 Pre: ENG 111		
ACC 130 Business Income Taxes	3	(D) 2 nd year – fall (E) 2 nd year – spring	Pre: ACC 120 with minimum grade of “C”		
ACC 220 Intermediate Accounting I*	4	(D, E) 2 nd year – fall	Pre: ACC 120 and ACC 121 or ACC 122 with minimum grade of “C”		
BUS 115 Business Law I*	3	(D) 2 nd year – fall (E) 2 nd year – spring	Pre: ENG 002 or ENG 111		
BUS 125 Personal Finance*	3	(D) 2 nd year – fall (E) 1 st year – spring	Pre: ENG 002 or ENG 111		
ACC 221 Intermediate Accounting II	4	(D, E) 2 nd year – spring	Pre: ACC 220 with a minimum grade of a “C”		



ACC 225 Cost Accounting	3	(D) 2 nd year – spring (E) 1 st year – summer	Pre: ACC 121 with a minimum grade of a “C”		
BUS 137 Principles of Management	3	(D) 2 nd year – spring (E) 2 nd year – fall	Pre: ENG 002 or ENG 111		
WBL 111 Work-Based Learning I and WBL 115 Work-Based Learning Seminar or Business Elective** (See Below)	1 1 3	(D, E) 2 nd year – spring	Pre: 9 SHC in Core Major Courses Co: WBL 115 Pre: 9 SHC in Core Major Courses Co: WBL 111 or WBL 112 **See course catalog for prerequisite and/or corequisite requirements.		

Electives: (All degree seeking students must take one Humanities/Fine Arts elective from list below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D, E) 1 st year – summer		

Business Elective (3 credit hours)**			
ACC 111, ACC 115, ACC 140, BUS 110, BUS 116, BUS 121, BUS 147, BUS 153, BUS 228, BUS 230, BUS 260, BUS 261, DBA 110, INT 110, MKT 120, MKT 221, MKT 223, MKT 224, MKT 228, OST 122, OST 286, PAD 152, PAD 251, PAD 252, SPA 111***, SPA 120***			
***Note: Only 3 SHC of SPA are allowed towards the Accounting degree			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D, E) 2 nd year – spring		

NOTES: *All courses must be completed with a grade of “C” or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE – ACCOUNTING AND FINANCE (A25800) (ONLINE)

Accounting Specialist

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Accounting Associate in Applied Science Degree ONLINE (A25800) Course Requirements 66-68 credit hours.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall		
ACC 120 Principles of Financial Accounting*	4	1 st year - fall		
CIS 110 Introduction to Computers*	3	1 st year - fall		
ECO 252 Principles of Macroeconomics	3	1 st year - fall		
ENG 111 Writing and Inquiry	3	1 st year - fall		
<u>Math Option (Choose One):</u>				
MAT 143 Quantitative Literacy	3	1 st year – fall		
MAT 152 Statistical Methods I	4			
MAT 171 Precalculus Algebra	4			
ACC 121 Principles of Managerial Accounting*	4	1 st year - spring		
ACC 122 Principles of Financial Accounting II	3	1 st year - spring		
ACC 150 Accounting Software Applications*	2	1 st year - spring		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	1 st year - spring		
CTS 130 Spreadsheets*	3	1 st year - spring		
ECO 251 Principles of Microeconomics*	3	1 st year - spring		
ACC 129 Individual Income Taxes*	3	2 nd year - fall		
ACC 220 Intermediate Accounting*	4	2 nd year - fall		
BUS 115 Business Law I*	3	2 nd year - fall		
BUS 125 Personal Finance*	3	2 nd year - fall		
BUS 137 Principles of Management	3	2 nd year - fall		
ACC 130 Business Income Taxes	3	2 nd year - spring		
ACC 221 Intermediate Accounting II	4	2 nd year - spring		
ACC 225 Cost Accounting	3	2 nd year - spring		
WBL 111 Work-Based Learning I and WBL 115 Work-Based Learning Seminar or Business Elective (See Below)	1 1 3	2 nd year - spring		



Electives Requirements**

Humanities/Fine Arts Electives (3 credit hours) (Choose one course from list below.)**			
Courses offered at RCC: ART 111, ENG 231, ENG 232, MUS 110, PHI 240			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

Business Elective (3 credit hours) (Choose one course from list below.)**			
BUS 110, BUS 121, BUS 153, BUS 230, DBA 110, MKT 120, PAD 152, PAD 251, PAD 252, SPA 111			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of “C” or better.
 **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

In order for students to earn an Accounting Certificate, the following courses must be taken: ACA 122, ACC 120, ACC 121, CIS 110, and MAT 143, and select any one (1) of the following courses: ECO 251 or ECO 252.

Students enrolled in WBL 111 and WBL 115, who reside outside of Richmond county and Scotland county North Carolina will need to work under an active, licensed CPA or at an instructor approved location.

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ACC 121, ART 111, BUS 110, BUS 115, BUS 137, CIS 110, COM 231, ENG 111, ENG 112, ENG 231, ENG 232, MAT 143, MUS 110, PHI 240, and SPA 111. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY (A35100)
Heating and AC Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Air Conditioning Certificate (C35100C) Course Requirements 13 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
AHR 110 Intro to Refrigeration*	5	1 st year – fall	None		
AHR 111 HVACR Electricity*	3	1 st year – fall	None		
AHR 113 Comfort Cooling* (not required for heating certificate)	4	1 st year – fall	None		
AHR 160 Refrigerant Certification	1	1 st year – spring	None		

B. Heating Certificate (C35100H) Course Requirements 17 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
AHR 112 Heating Technology*	4	1 st year – spring	None		
AHR 114 Heat Pump Technology*	4	1 st year – spring	Pre: AHR 110 or AHR 113		

C. Air Conditioning, Heating, and Refrigeration Technology (D35100) Course Requirements 36 credit hours: Complete Sections A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
AHR 180 HVACR Customer Relations	1	1 st year – fall	None		
CIS 110 Introduction to Computers	3	1 st year – fall	Pre: ENG 002 or ENG 111		
AHR 151 HVAC Duct Systems I	2	1 st year – spring	None		
BUS 110 Introduction to Business or BUS 230 Small Business Management	3	1 st year – spring	Pre: ENG 002 or ENG 111		
ENG 102 Applied Communications II (Required only for diploma.)	3	1st year spring	None		
MAT 110 Math Measurement and Literacy	3	2nd year – fall	Pre: MAT 003 Co: MAT 010		

D. Air Conditioning, Heating, and Refrigeration Technology Associate in Applied Science Degree (A35100) Course Requirements 65 credit hours: Complete Sections A, B, C, and D.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ENG 111 Writing and Inquiry	3	1st year spring	Pre: ENG 002 Co: ACA 122, ENG 011		
AHR 115 Refrigeration Systems	2	2 nd year – fall	Pre: AHR 110		
AHR 211 Residential Systems Design*	3	2 nd year – fall	None		



AHR 213 HVACR Building Code*	2	2 nd year – fall	None		
COM 231 Public Speaking	3	2 nd year – fall	Pre: ENG 002 or ENG 111		
AHR 130 HVAC Controls*	3	2 nd year - spring	Pre: AHR 111 or ELC 111		
AHR 120 HVACR Maintenance	2	2 nd year – spring	None		
AHR 212 Advanced Comfort Systems*	4	2 nd year - spring	Pre: AHR 114		
AHR 235 Refrigeration Design	3	2 nd year - spring	Pre: AHR 110		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - COMPUTER ENGINEERING TECHNOLOGY (A40160)
Computer Engineering Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Computer Engineering Technology Certificate (C40160) Course Requirement 18 Credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 115 Introduction to Programming & Logic	3	1 st year - fall	Pre: MAT 003, ENG 002 or ENG 111		
CTS 120 Hardware/Software Support*	3	1 st year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ELC 131 Circuit Analysis I*	4	1 st year - fall	Pre: MAT 003 Tier 2		
ELN 131 Analog Electronics*	4	1 st year - spring	Pre: ELC 131		
ELN 133 Digital Electronics*	4	1 st year - spring	Pre: ELC 112 or ELC 131		

B. Computer Engineering Technology Associate in Applied Science Degree (A40160) Course Requirements 67 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall	None		
ENG 111 Writing and Inquiry	3	1 st year - fall	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 171 Precalculus Algebra	4	1 st year - fall	Pre: MAT 003 Tier 3 Co: MAT 071 with MAT 003 Tier 2		
CTS 220 Advanced Hard/Software Support*	3	1 st year - spring	Pre: CTS 120		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	1 st year - spring	Pre: ENG 002 or ENG 111 Pre: ENG 111		
MAT 172 Precalculus Trigonometry	4	1 st year - spring	Pre: MAT 171		
DFT 151 CAD I	3	2 nd year – fall	Pre: MAT 003, ENG 002 or ENG 111		
ELN 232 Introduction to Microprocessors*	4	2 nd year – fall	Pre: ELN 133		
ELN 260 Prog Logic Controllers	4	2 nd year – fall	Pre: ELC 112 or ELC 131		
NOS 120 Linux/Unix Singer User	3	2 nd year – fall	Pre: CTS 120		
ATR 112 Intro to Automation	3	2 nd year - spring	Pre: ELN 260		
CSC 153 C# Programming*	3	2 nd year – spring	Pre: CIS 115		
EGR 285 Design Project	2	2 nd year - spring	Pre: ELN 133, ELN 131, ELN 260		
NET 125 Introduction to Networks	3	2 nd year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		

Electives: (Must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).**



Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

Electronics Engineering Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Electronics Engineering Technology Certificate (C40200) Course Requirement 16 Credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
ELC 131 Circuit Analysis I*	4	1 st year - fall	Pre: MAT 003 Tier 2		
ELN 131 Analog Electronics*	4	1 st year - spring	Pre: ELC 131		
ELN 133 Digital Electronics*	4	1 st year - spring	Pre: ELC 112 or ELC 131		
ELN 231 Industrial Control	3	1 st year – spring	Pre: ELC 131		

B. Electronics Engineering Technology Associate in Applied Science Degree (A40200) Course Requirements 69 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers	3	1 st year - fall	Pre: ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year - fall	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 171 Precalculus Algebra	4	1 st year – fall	Pre: MAT 003 Tier 3 Co: MAT 071 with MAT 003 Tier 2		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	1 st year - spring	Pre: ENG 002 or ENG 111 Pre: ENG 111		
MAT 172 Precalculus Trigonometry	4	1 st year - spring	Pre: MAT 171		
DFT 151 CAD I	3	2 nd year - fall	Pre: MAT 003, ENG 002 or ENG 111		
ELN 132 Analog Electronics II*	4	2 nd year - fall	Pre: ELN 131		
ELN 232 Introduction to Microprocessors*	4	2 nd year - fall	Pre: ELN 133		
ELN 260 Prog Logic Controllers*	4	2 nd year - fall	Pre: ELC 112 or ELC 131		
ATR 112 Intro to Automation	3	2 nd year - spring	Pre: ELN 260		
EGR 285 Design Project	2	2 nd year - spring	Pre: ELN 133, ELN 131, ELN 260		
ELC 213 Instrumentation	4	2 nd year - spring	Pre: ELC 112 or ELC 131		
HYD 110 Hydraulics/Pneumatics I	3	2 nd year - spring	Pre: MAT 003		
NET 125 Introduction to Networks	3	2 nd year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		

Electives: (Must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).**

Courses offered at RCC:



ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year – summer		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – summer		

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - MECHANICAL ENGINEERING TECHNOLOGY (A40320)

Mechanical Engineering Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Mechanical Engineering Technology/Computer-Aided Drafting Certificate (C40320) Course Requirements 16-17 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
DFT 151 CAD I*	3	1 st year - fall	Pre: MAT 003, ENG 002 or ENG 111		
MEC 130 Mechanisms	3	1 st year - fall	Pre: MAT 003		
DFT 152 CAD II*	3	1 st year - spring	Pre: DFT 151		
ELC 112 DC/AC Electricity or ELC 131 Circuit Analysis I	5	1 st year- spring	Pre: MAT 003		
	4		Pre: MAT 003 Tier 2		
DFT 153 CAD III*	3	2 nd year – fall	Pre: DFT 151		

B. Mechanical Engineering Technology Diploma (D40320) Course Requirements 44-45 credit hours: Complete Sections A and B. (Also, must take one Humanities/Fine Arts elective.)

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall	None		
ENG 111 Writing and Inquiry	3	1 st year - fall	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 171 Precalculus Algebra	4	1 st year - fall	Pre: MAT 003 Tier 3 Co: MAT 071 with MAT 003 Tier 2		
MEC 161 Manufacturing Processes I*	3	1 st year - fall	None		
MAT 172 Precalculus Trigonometry	4	1 st year - spring	Pre: MAT 171		
MEC 180 Engineering Materials	3	1 st year - spring	None		
ISC 132 Manufacturing Quality Control	3	2 nd year – fall	None		
PHY 131 Physics-Mechanics or PHY 151 College Physics I	4	2 nd year – fall	Pre: MAT 121 or MAT 171		
			Pre: MAT 171 or MAT 271, ENG 002 or ENG 111		

C. Mechanical Engineering Technology Associate in Applied Science Degree Course Requirements 66-67 credit hours: Complete Sections A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ENG 112 Writing/Research in the Disciplines or COM 231 Public Speaking	3	1 st year - spring	Pre: ENG 111 Pre: ENG 002 or ENG 111		
EGR 250 Statics & Strength of Materials*	5	2 nd year - fall	Pre: MAT 172		



PLA 120 Injection Molding	3	2 nd year - fall	Pre: MAT 003, ENG 002 or ENG 111		
HYD 110 Hydraulics/Pneumatics I	3	2 nd year – spring	Pre: MAT 003		
MEC 270 Machine Design	4	2 nd year – spring	Pre: DFT 151, EGR 250, MEC 180		
MEC 271 Machine Design Project	1	2 nd year – spring	Pre: DFT 151, EGR 250, MEC 180 Co: MEC 270		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).**

Courses offered at RCC:

ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

Social/Behavioral Sciences Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)**

Courses offered at RCC:

ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

NOTES: *All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - MECHATRONICS ENGINEERING TECHNOLOGY (A40350)
Automation & Robotics Engineering Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Mechatronics Engineering Technology Certificate (C40350) Course Requirements 16 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ELC 117 Motors and Controls*	4	1 st year – spring	Pre: ELC 112 or ELC 131		
ELC 131 Circuit Analysis I*	4	1 st year – fall	Pre: MAT 003 Tier 2		
ELC 213 Instrumentation*	4	2 nd year – spring	Pre: ELC 128 or ELN 260		
ELN 260 Prog Logic Controllers*	4	2 nd year – fall	Pre: ELC 112 or ELC 131		

B. Mechatronics Engineering Technology Associate in Applied Science Degree (A40350) Course Requirements 73-74 credit hours: Complete Section B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
CIS 110 Introduction to Computers*	3	1 st year – fall	Pre: ENG 002 or ENG 111		
ELC 112 DC/AC Electricity*	5	1 st year – fall	Pre: MAT 003		
or ELC 131 Circuit Analysis I*	4		Pre: MAT 003 Tier 2		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 171 Precalculus Algebra	4	1 st year – fall	Pre: MAT 003 Tier 3 Co: MAT 071 with MAT 003 Tier 2		
ELC 117 Motors and Controls*	4	1 st year – spring	Pre: ELC 112 or ELC 131		
ELN 133 Digital Electronics	4	1 st year – spring	Pre: ELC 112 or ELC 131		
HYD 110 Hydraulics/Pneumatics I*	3	1 st year – spring	Pre: MAT 003		
ISC 112 Industrial Safety*	2	1 st year – spring	None		
MAT 172 Precalculus Trigonometry	4	1 st year – spring	Pre: MAT 171		
ENG 112 Writing/Research in the Disciplines or COM 231 Public Speaking	3	1 st year – summer	Pre: ENG 111 Pre: ENG 002 or ENG 111		
DFT 151 CAD I*	3	2 nd year – fall	Pre: MAT 003, ENG 002 or ENG 111		
ELN 260 Prog Logic Controllers*	4	2 nd year – fall	Pre: ELC 112 or ELC 131		
ISC 132 Manufacturing Quality Control	3	2 nd year – fall	None		
MEC 130 Mechanisms*	3	2 nd year – fall	Pre: MAT 003		
PHY 131 Physics-Mechanics or PHY 151 College Physics I*	4	2 nd year – fall	Pre: MAT 121 or MAT 171 Pre: ENG 002 or ENG 111, MAT 171 or MAT 271		
ATR 112 Intro to Automation*	3	2 nd year – spring	Pre: ELN 260		



ATR 120 Intro to Autonomous Vehicles	3	2 nd year – spring	Pre: ELC 128 or ELN 260		
ELC 213 Instrumentation*	4	2 nd year – spring	ELC 128 or ELN 260		
MEC 180 Engineering Materials	3	2 nd year – spring	None		
MNT 240 Industrial Equip Troubleshooting	2	2 nd year – spring	Pre: ELC 112 or ELC 131 Co: ELC 128 or ELN 260		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).**

Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year – summer		

Social/Behavioral Sciences Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.**

Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year – summer		

NOTES: *All courses must be completed with a grade of “C” or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE DEGREE NURSING (A45110)

Student Name: _____ **ID #:** _____ **Date of Enrollment:** _____

Advisor Name: _____ **Contact Information:** _____

Criminal background checks and/or drug testing may be required by clinical agencies prior to a student's participation in the clinical component of a course. Failure to meet clinical agency requirements will result in the student not having the opportunity to meet clinical objectives; therefore, the student will not be allowed to progress in the program.

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Associate Degree Nursing Associate in Applied Science Degree (A45110) Course Requirements 76 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites	Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success (Course <u>not required</u> but recommended)	1	1 st year – fall	None	None		
BIO 165 Anatomy and Physiology I*	4	1 st year – fall	MAT 003 Tier 2, ENG 002 or ENG 111	None		
CIS 110 Introduction to Computers	3	1 st year – fall	ENG 002 or ENG 111	None		
NUR 111 Intro to Health Concepts*	8	1 st year – fall	Admission to ADN Program	BIO 165, CIS 110, and PSY 150		
PSY 150 General Psychology	3	1 st year – fall	ENG 002 or ENG 111	None		
BIO 166 Anatomy and Physiology II*	4	1 st year – spring	BIO 165	None		
ENG 111 Writing and Inquiry	3	1 st year – spring	ENG 002	ACA 122, ENG 011		
NUR 112 Health-Illness Concepts*	5	1 st year – spring	NUR 111	BIO 166, ENG 111, and PSY 241		
NUR 114 Holistic Health Concepts*	5	1 st year – spring	NUR 111, NUR 112	BIO 166, ENG 111, and PSY 241		
PSY 241 Developmental Psychology	3	1 st year – spring	PSY 150	None		
NUR 113 Family Health Concepts*	5	1 st year – summer	NUR 111, NUR 112 NUR 114	None		
BIO 275 Microbiology*	4	2 nd year – fall	BIO 110, BIO 111, BIO 163, and BIO 165 or BIO 168	None		
ENG 112 Writing/Research in the Disciplines	3	2 nd year – fall	ENG 111	None		
NUR 211 Health Care Concepts*	5	2 nd year – fall	NUR 111, NUR 112 NUR 113, NUR 114	BIO 275, ENG 112		
NUR 212 Health System Concepts*	5	2 nd year – fall	NUR 111, NUR 112 NUR 113, NUR 114, NUR 211	BIO 275, ENG 112		
NUR 213 Complex Health Concepts*	10	2 nd year – spring	NUR 111, NUR 112 NUR 113, NUR 114 NUR 211, NUR 212	SOC 210		
SOC 210 Introduction to Sociology	3	2 nd year – spring	None	None		

Humanities/Fine Arts Electives (3 credit hours)

Take one course from: ART 111, HUM 115, MUS 110, or PHI 240



Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year – fall		

NOTES:

- Must obtain a grade of “C” or better in all courses in the Associate Degree Nursing curriculum in order to progress in the program and/or to graduate.
- *NUR and BIO courses must have a grade of 80 or better to progress.
- See course catalog for Prerequisite/Corequisite requirements.

Students please read the following and sign below:

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must do the following or it may affect my ability to graduate on time.

- Complete all curriculum courses with a grade of “C” or better; obtain a grade of 80 or higher in all NUR and BIO courses to progress in the Nursing curriculum.
- Follow the established courses sequence and successfully complete all courses.
- Maintain a 2.0 GPA to progress in the nursing curriculum and to graduate.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - HUMAN SERVICES TECHNOLOGY (A45380)
Social Services Support

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Social Gerontology Certificate (C45380G) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
GRO 120 Gerontology	3		None		
HSE 110 Introduction to Human Services *	3		None		
HSE 123 Interviewing Techniques*	3		None		
HSE 225 Crisis Interventions*	3		None		
HSE 251 Activities Planning	3		None		
PSY 150 General Psychology* or SOC 213 Sociology of the Family*	3		Pre: ENG 002 or ENG 111 None		

B. At-Risk Youth Technician Certificate (C45380Y) Course Requirements 18 credit hours: Complete Section B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services*	3		None		
HSE 123 Interviewing Techniques*	3		None		
HSE 225 Crisis Intervention*	3		None		
HSE 227 Children & Adolescents in Crisis	3		None		
PSY 150 General Psychology* or SOC 213 Sociology of the Family*	3		Pre: ENG 002 or ENG 111 None		
SAB 110 Substance Abuse Overview	3		None		

C. Human Services Technology Associate in Applied Science Degree (A45380) Course Requirements 65-66 credit hours: Complete Section C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1 st year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1 st year - fall	Pre: ENG 002 Co: ACA 122, ENG 011		
HSE 110 Introduction to Human Services*	3	(D, E) 1 st year- Fall	None		
HSE 123 Interviewing Techniques*	3	(D) 1 st year - fall (E) 1 st year - spring	None		
HSE 155 Community Resources Management	2	(D) 1 st year - fall (E) Even year –spring	None		
PSY 150 General Psychology*	3	(D) 1 st year - fall (E) 1 st year - spring	Pre: ENG 002 or ENG 111		
SOC 210 Introduction to Sociology	3	(D) 1 st year - fall (E) 1 st year - spring	None		



CIS 110 Introduction to Computers	3	(D) 1 st year - spring (E) 1 st year - fall	Pre: ENG 002 or ENG 111		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1 st year - spring	Pre: ENG 111		
HSE 112 Group Process I*	2	(D) 1 st year - spring (E) Odd year - fall	None		
HSE 125 Counseling*	3	(D) 1 st year - spring (E) Odd year - fall	Pre: PSY 150		
MAT 143 Quantitative Literacy	3	(D) 1 st year - spring (E) Odd year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
HSE 227 Children & Adolescents in Crisis	3	(D) 2 nd year - fall (E) Even year - fall	None		
PSY 241 Developmental Psychology*	3	(D) 2 nd year - fall (E) Even Year - spring	Pre: PSY 150		
SOC 213 Sociology of the Family*	3	(D) 2 nd year - fall (E) Odd year - spring	None		
SWK 113 Working with Diversity	3	(D) 2 nd year - fall (E) Even year - fall	None		
HSE 210 Human Services Issues*	2	(D) 2 nd year - spring (E) Odd year - spring	Pre: Successful completion of 12 SHC in the HSE major courses		
HSE 220 Case Management	3	(D) 2 nd year - spring (E) Odd year - spring	Pre: HSE 110		
HSE 225 Crisis Intervention	3	(D) 2 nd year - spring (E) odd year - fall	None		
WBL 111 Work-Based Learning I	1	(D) 2 nd year - spring (E) Odd year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	(D) 2 nd year - spring (E) Odd year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 111		

Must take any three of the following (9 credit hours) to complete degree requirements:

GRO 120, HSE 127, HSE 242, HSE 250, HSE 251, HSE 255, SAB 110, SAB 135, SAB 210, SOC 225, SWK 110

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 1 st year - spring (E) Even year - fall		
	(D) 2 nd year - fall (E) Even year - fall		
	(D) 2 nd year - spring (E) Even year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and elective from list below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).**

Courses offered at RCC:

ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 2 nd year - spring (E) Odd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.



**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - MEDICAL ASSISTING (A45400)

Student Name: _____ **ID #:** _____ **Date of Enrollment:** _____

Advisor Name: _____ **Contact Information:** _____

Criminal background checks and/or drug testing may be required by clinical agencies prior to a student's participation in the clinical component of a course. Failure to meet clinical agency requirements will result in the student not having the opportunity to meet clinical objectives; therefore, the student will not be allowed to progress in the program.

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Medical Assisting Certificate (C45400) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 110 Orientation to Medical Assisting*	1	1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111, Enrollment in Medical Assisting program Co: MED 130		
MED 118 Medical Law & Ethics*	2	1 st year - fall	Pre: ENG 002 or ENG 111		
MED 121 Medical Terminology*	3	1 st year - fall	None		
MED 130 Administrative Office Procedures*	2	1 st year - fall	Pre: ENG 002 or ENG 111, Enrollment in Medical Assisting program Co: MED 110		
MED 122 Medical Terminology II*	3	1 st year - spring	Pre: MED 121		
MED 131 Administrative Office Procedures II*	2	1 st year - spring	Pre: MED 130 Co: MED 232		
MED 134 Medical Transcription (Optional Elective for degree.)	3	1 st year - spring	Pre: MED 121		
MED 232 Medical Insurance Coding	2	1 st year - spring	Pre: MED 121 Co: MED 131		

B. Medical Assisting Associate in Applied Science Degree (A45400) Course Requirements 70-73 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer College	1	1 st year – fall	None		
CIS 110 Intro to Computers	3	1 st year – fall	Pre: ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
OST 131 Keyboarding	2	1 st year – fall	Pre: 25 NWPM on keyboarding placement test		
BIO 163 Basic Anatomy & Physiology*	5	1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
ENG 112 Writing/Research in the Disciplines	3	1 st year – spring	Pre: ENG 111		
MAT 143 Quantitative Literacy	3	1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
MED 112 Orientation to Clinical Setting I	1	1 st year - spring	Pre: MED 110, MED 118,		



			MED 121, MED 130		
MED 140 Exam Room Procedures I*	5	1 st year - summer	Pre: BIO 163, MED 121, MED122		
ACC 115 College Accounting or ACC 120 Principles of Accounting	4	2 nd year - fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
MED 114 Professional Interactions in Health Care	1	2 nd year - fall	Pre: MED 140, Enrollment in Medical Assisting program		
MED 150 Lab Procedures I*	5	2 nd year - fall	Pre: MED 140		
MED 270 Symptomatology	3	2 nd year - fall	Pre: MED 122, MED 131, Enrollment in Medical Assisting program		
MED 272 Drug Therapy	3	2 nd year - fall	Pre: MAT 143, MED 140, Enrollment in Medical Assisting program		
MED 260 MED Clinical Practicum*	5	2 nd year - spring	Pre: MED 112, MED 114, MED 131, MED 150, MED 232, MED 270, MED 272		
MED 264 Med Assisting Overview	2	2 nd year-spring	Co: MED 260		
PSY 150 General Psychology	3	2 nd year - spring	Pre: ENG 002 or ENG 111		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

NOTES: *All courses must be completed with a grade of "B" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)
Industrial Maintenance Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Industrial Systems Technology Certificate (C50240) Course Requirements 14-16 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BPR 111 Print Reading*	2	(C) 1 st year - fall (Dg, Dp) 1 st year – spring	None		
ELC 112 DC/AC Electricity* (required for diploma and degree) or MEC 111 Machine Processes I* (required for diploma and degree)	5 3	1 st year – fall (Dp, C) 1 st year - fall (Dg) 2 nd year – fall	Pre: MAT 003		
HYD 110 Hydraulics/Pneumatics I*	3	1 st year – spring	Pre: MAT 003		
ISC 112 Industrial Safety*	2	1 st year – spring	None		
MNT 110 Intro to Maintenance Procedures*	2	(Dp, C) 1 st year - spring 2 nd year – spring	None		
WLD 112 Basic Welding Procedures*	2	(Dp, C) 1 st year - fall 2 nd year – fall	None		

Dg=Degree Dp=Diploma C=Certificate

B. Industrial Systems Technology Diploma (D50240) Course Requirements 38 credit hours: Complete Sections A, B, and Social/Behavioral Sciences elective.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
ENG 111 Writing and Inquiry	3	(Dg) 1 st year – fall (Dp) 1 st year – summer	Pre: ENG 002 Co: ACA 122, ENG 011		
ELC 125 Diagrams and Schematics	2	1 st year - spring	None		
MEC 130 Mechanisms*	3	(Dp) 1 st year – fall (Dg) 2 nd year - fall	Pre: ENG 002 or ENG 111		
ELC 117 Motors and Controls	4	(Dp) 1 st year – spring (Dg) 2 nd year - spring	Pre: ELC 112 or ELC 131		
ELC 128 Intro to PLC's*	3	(Dp) 1 st year – spring (Dg) 2 nd year - spring	Pre: ELC 112 or ELC 131		

Dg=Degree Dp=Diploma



C. Industrial Systems Technology Associate in Applied Science Degree (A50240) Course Requirements 66 credit hours: Complete Sections A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers	3	1 st year – fall	Pre: ENG 002 or ENG 111		
MAT 143 Quantitative Literacy	3	1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	1 st year - spring	Pre: ENG 002 or ENG 111 Pre: ENG 111		
ELN 229 Industrial Electronics	4	1 st year - spring	Pre: ELC 112 or ELC 131		
ELC 120 Introduction to Wiring	3	2 nd year - fall	None		
HYD 180 Fluid Power in Automation	3	2 nd year - fall	None		
MAC 114 Introduction to Metrology	2	2 nd year - spring	None		
MNT 230 Pumps and Piping Systems	2	2 nd year - fall	None		
MNT 240 Industrial Equipment Troubleshooting	2	2 nd year - spring	Pre: ELC 112 or ELC 131 Co: ELC 128 or ELN 260		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - spring		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – summer		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - ELECTRIC UTILITY SUBSTATION AND RELAY TECHNOLOGY (A50510)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A: Electric Utility Substation and Relay Technology: Basic Power Systems Certificate (C50510) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
DFT 151 Computer-Aided Drafting I*	3	2 nd year – fall	Pre: MAT 003, ENG 002 or ENG 111		
ELC 131 Circuit Analysis I	4	1 st year – fall	Pre: MAT 003 Tier 2		
EUS 110 Intro to Electric Utility Industry*	4	1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
EUS 130 Electric Utility Print Reading*	4	1 st year – spring	Pre: ELC 131 and EUS 110		
EUS 210 Large High Voltage Power Transfmr I*	3	1 st year – spring	Pre: EUS 110		

B: Electric Utility Substation and Relay Technology Associate in Applied Science Degree (A50510) Course Requirements: 70-71 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
ECO 251 Principles of Microeconomics or ECO 252 Principles of Macroeconomics	3	1 st year - fall	Pre: MAT 003, ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
MAT 171 Precalculus Algebra	4	1 st year – fall	Pre: MAT 003 Tier 3 Co: MAT 071 with MAT 003 Tier 2		
ELC 117 Motors and Controls or ELN 231 Industrial Controls	4 3	1 st year – spring	Pre: ELC 112 or ELC 131 Pre: ELC 131		
ENG 112 Writing/Research in the Disciplines	3	1 st year – spring	Pre: ENG 111		
MAT 172 Precalculus Trigonometry	4	1 st year – spring	Pre: MAT 171		
EUS 215 Large High Voltage Power Transfmr II*	3	2 nd year – fall	Pre: EUS 210		
EUS 225 Elec. Util. Safety & Human Performance	2	2 nd year – fall	Pre: EUS 110 and EUS 130 Co: None		
EUS 230 Electric Utility Protective Relaying I*	3	2 nd year – fall	Pre: EUS 130		
EUS 240 Substation Ancillary Systems*	3	2 nd year – fall	Pre: EUS 130		
ELN 229 Industrial Electronics	4	2 nd year – fall	Pre: ELC 112 or ELC 131		
ELC 128 Introduction to PLC	3	2 nd year – spring	Pre: ELC 112 or ELC 131		
EUS 220 High Voltage Power Circuit Breakers*	3	2 nd year – spring	Pre: ELC 117 or ELN 231, and EUS 130		
EUS 235 Electric Utility Protective Relaying II*	3	2 nd year – spring	Pre: EUS 230		
EUS 255 Elect. Utility Troubleshooting	2	2 nd year – spring	Pre: EUS 215 and EUS 230 Co: EUS 235		



EUS 260 Capstone & Case Studies in EUSRT*	2	2 nd year – spring	Pre: EUS 215 Co: EUS 235		
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Electives: (Must take one Humanities/Fine Arts from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).**

Courses offered at RCC:
ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - CRIMINAL JUSTICE TECHNOLOGY (A55180)
Law Enforcement, Courts, and Corrections

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the criminal justice field.

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Law Enforcement Certificate (C55180L) Course Requirements 16 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CJC 111 Introduction to Criminal Justice*	3	(D, E) 1 st year - fall	None		
CJC 112 Criminology*	3	(D, E) 1 st year - spring	None		
CJC 221 Investigative Principles*	4	(D) 2 nd year - fall (E) Even year - fall	None		
CJC 222 Criminalistics	3	(D) 2 nd year - spring (E) Odd year - spring	None		
CJC 231 Constitutional Law*	3	(D) 2 nd year - fall (E) Odd year - fall	None		

B. Corrections Certificate (C55180C) Course Requirements 18 credit hours: Complete Section B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CJC 111 Introduction to Criminal Justice*	3	(D, E) 1 st year - fall	None		
CJC 112 Criminology*	3	(D, E) 1 st year - spring	None		
CJC 113 Juvenile Justice*	3	(D) 2 nd year - fall (E) 1 st year - spring	None		
CJC 141 Corrections	3	(D) 1 st year - spring (E) 1 st year - fall	None		
CJC 212 Ethics & Community Relations*	3	(D) 2 nd year - spring (E) Even year - spring	None		
CJC 233 Correctional Law	3	(D) 2 nd year - spring (E) Even year - fall	None		

C. Juvenile Justice Certificate (C55180J) Course Requirements 17 credit hours: Complete Section C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CJC 111 Introduction to Criminal Justice*	3	(D, E) 1 st year - fall	None		
CJC 112 Criminology*	3	(D, E) 1 st year - spring	None		
CJC 113 Juvenile Justice*	3	(D) 2 nd year - fall (E) 1 st year - spring	None		
CJC 212 Ethics & Community Relations*	3	(D) 2 nd year - spring	None		



		(E) Even year - spring			
HSE 155 Community Resource Management	2	(D) 1 st year - fall (E) Even year - spring	None		
HSE 227 Children & Adolescents in Crisis	3	(D) 2 nd year - fall (E) Even year - fall	None		

D. Criminal Justice Technology Diploma (D55180) Course Requirements 43 credit hours: Complete Section D.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers	3	(D) 1 st year - fall (E) 1 st year - spring	Pre: ENG 002 or ENG 111		
CJC 111 Introduction to Criminal Justice*	3	(D, E) 1 st year - fall	None		
CJC 112 Criminology*	3	(D, E) 1 st year - spring	None		
CJC 113 Juvenile Justice*	3	(D) 2 nd year - fall (E) 1 st year - spring	None		
CJC 131 Criminal Law*	3	(D) 1 st year - spring (E) 1 st year - fall	None		
CJC 212 Ethics & Community Relations*	3	(D) 2 nd year - spring (E) Even year - spring	None		
CJC 221 Investigative Principles*	4	(D) 2 nd year - fall (E) Even year - fall	None		
CJC 222 Criminalistics	3	(D) 2 nd year - spring (E) Odd year - spring	None		
CJC 231 Constitutional Law*	3	(D) 2 nd year - fall (E) Odd year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1 st year - fall	Pre: ENG 002 Co: ACA 122, ENG 011		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1 st year - spring	Pre: ENG 111		
MAT 143 Quantitative Literacy	3	(D) 1 st year - fall (E) Odd year - spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
Must take any three (3) of the following to complete diploma requirements: (See other sections for prerequisites, corequisites, and recommended semester.) CJC 132, CJC 141, CJC 160, CJC 215, CJC 233					

E. Criminal Justice Technology Associate in Applied Science Degree (A55180) Course Requirements 65 credit hours: Complete Sections D and E.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1 st year - fall	None		
CJC 132 Court Procedure & Evidence	3	(D) 1 st year - spring (E) Odd year - fall	None		
CJC 141 Corrections	3	(D) 1 st year - spring (E) 1 st year - fall	None		
CJC 160 Terrorism: Underlying Issues	3	(D) 2 nd year - fall (E) Odd year - spring	None		
CJC 215 Organization Administration	3	(D) 2 nd year - spring	None		



		(E) Even year - spring			
CJC 233 Correctional Law	3	(D) 2 nd year - spring (E) Even year - fall	None		
PSY 150 General Psychology	3	(D) 1 st year - fall (E) Odd year - spring	Pre: ENG 002 or ENG 111		
SOC 210 Intro to Sociology	3	(D) 1 st year - spring (E) Even year - spring	None		

Electives: (All degree seeking students must take one Humanities/Fine Arts elective from list below.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 2 nd year - spring (E) Even year - fall		

Required Elective (3 credit hours) (Choose one course from list below.)**			
CJC 225, HIS 131, HIS 132, HSE 155, HSE 225, HSE 227, POL 120, SPA 111, SPA 120			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 2 nd year - fall (E) Odd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - CRIMINAL JUSTICE TECHNOLOGY (A55180) (ONLINE)
Law Enforcement, Courts, and Corrections

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A criminal background check may be required as a condition of employment in the criminal justice field.

Criminal Justice Technology Associate in Applied Science Degree ONLINE (A55180) Course Requirements 65 credit hours.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall		
CIS 110 Introduction to Computers	3	1 st year - fall		
CJC 111 Introduction to Criminal Justice*	3	1 st year - fall		
ENG 111 Writing and Inquiry	3	1 st year - fall		
MAT 143 Quantitative Literacy	3	1 st year - fall		
PSY 150 General Psychology	3	1 st year - fall		
CJC 112 Criminology*	3	1 st year - spring		
CJC 131 Criminal Law*	3	1 st year - spring		
CJC 132 Court Procedure & Evidence	3	1 st year - spring		
CJC 141 Corrections	3	1 st year - spring		
ENG 112 Writing/Research in the Disciplines	3	1 st year - spring		
SOC 210 Intro to Sociology	3	1 st year - spring		
CJC 113 Juvenile Justice*	3	2 nd year - fall		
CJC 160 Terrorism: Underlying Issues	3	2 nd year - fall		
CJC 221 Investigative Principles*	4	2 nd year - fall		
CJC 231 Constitutional Law*	3	2 nd year - fall		
CJC 212 Ethics & Community Relations*	3	2 nd year - spring		
CJC 215 Organization Administration	3	2 nd year - spring		
CJC 222 Criminalistics	3	2 nd year - spring		
CJC 233 Correctional Law	3	2 nd year - spring		

Elective Requirements**

Humanities/Fine Arts Elective (3 credit hours) (Choose one course from list below.)**			
Courses offered at RCC: ART 111, ENG 231, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall or spring		

Required Elective (3 credit hours) (Choose one course from list below.)**			
HIS 131, HSE 225, POL 120, SPA 111			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade



	2 nd year – fall or spring		
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NOTES: *All courses must be completed with a grade of “C” or better.
 **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.
 My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Course CJC 131 Criminal Law focuses on North Carolina law.

*In order for students to earn a **Criminal Justice Diploma (D55180)**, the following courses must be taken: CIS 110, CJC 111, CJC 112, CJC 113, CJC 131, CJC 212, CJC 221, CJC 231, ENG 111, ENG 112, and MAT 143. And, select any three (3) of the following courses: CJC 132, CJC 141, CJC 160, CJC 215, and CJC 233.*

*In order for students to earn a **Law Enforcement Certificate (C55180L)**, the following courses must be taken: CJC 111, CJC 112, CJC 221, CJC 222, and CJC 231.*

*In order for students to earn a **Corrections Certificate (C55180C)**, the following courses must be taken: CJC 111, CJC 112, CJC 113, CJC 141, CJC 212, and CJC 233.*

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

The following courses are part of the North Carolina Articulation Agreement: ART 111, CIS 110, CJC 111, CJC 141, ENG 111, ENG 112, ENG 231, HIS 131, HSE 225, MAT 143, MUS 110, PHI 240, POL 120, PSY 150, REL 211, REL 212, SOC 210, and SPA 111. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - EARLY CHILDHOOD EDUCATION (A55220C)
Early Childhood Specialist – Career Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Early Childhood Education Associate in Applied Science Degree (A55220C) Course Requirements 65 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
EDU 119 Intro to Early Childhood Education*	4	1 st year – fall	None		
EDU 131 Child, Family, and Community*	3	1 st year – fall	Co: ENG 002, or ENG 111		
EDU 144 Child Development I*	3	1 st year – fall	Co: ENG 002 or ENG 111		
EDU 145 Child Development II*	3	1 st year – fall	Co: ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	1 st year – spring	Pre: ENG 002 or ENG 111 Pre: ENG 111		
EDU 146 Child Guidance*	3	1 st year – spring	Co: ENG 002 or ENG 111		
EDU 151 Creative Activities*	3	1 st year – spring	Co: ENG 002 or ENG 111		
EDU 153 Health, Safety, and Nutrition*	3	1 st year – spring	Co: ENG 002 or ENG 111		
EDU 221 Children with Exceptionalities*	3	2 nd year – fall	Pre: EDU 144, EDU 145 Co: ENG 002 or ENG 111		
EDU 280 Language and Literacy Experiences*	3	2 nd year – fall	Co: ENG 002 or ENG 111		
PSY 150 General Psychology	3	2 nd year – fall	Pre: ENG 002 or ENG 111		
EDU 234 Infants, Toddlers, & Twos*	3	2 nd year – spring	Pre: EDU 119 Co: ENG 002 or ENG 111		
EDU 284 Early Child Capstone Practicum*	4	2 nd year – spring	Pre: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151 Co: ENG 002 or ENG 111		
MAT 143 Quantitative Literacy	3	2 nd year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		

Electives: (All degree seeking students must take one Humanities/Fine Arts elective from list below unless a specific course is required above.)

<p>Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only). Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212</p>
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Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

Early Childhood Education Electives (Select a minimum of 14 credit hours from the following.)**			
CIS 110, EDU 114, EDU 154, EDU 158, EDU 161, EDU 162, EDU 163, EDU 173, EDU 216, EDU 223, EDU 235, EDU 247, EDU 248, EDU 250, EDU 259, EDU 261, EDU 262, EDU 263, EDU 275, EDU 289, WBL 111, WBL 115			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		
	2 nd year – fall		
	2 nd year – fall		
	2 nd year – spring		
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of “C” or better.
 **See course catalog for prerequisite and/or corequisite requirements.
Student is required have access to have a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

*In order for students to earn an **Early Childhood Education Certificate**, the following courses must be taken: ACA 122, EDU 119, EDU 131, EDU 144, EDU 145, and EDU 173. (See the **Early Childhood Preschool (C55220) Program Completion Guide.**)*

*In order for students to earn an **Early Childhood Administration Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 153, EDU 261, and EDU 262. (See the **Early Childhood Administration (C55850) Program Completion Guide.**)*

*In order for students to earn an **Early Childhood Preschool Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the **Early Childhood Preschool (C55860) Program Completion Guide.**)*

*In order for students to earn an **Infant/Toddler Care Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See **Infant/Toddler Care (C55290) Program Completion Guide.**)*

*In order for students to earn a **School-Age Care Certificate**, the following courses must be taken: EDU 131, EDU 145, EDU 146 or EDU 163, EDU 158, EDU 235, and EDU 263. (See **School-Age Care (C55450) Program Completion Guide.**)*

Students taking the following Early Childhood Education Electives as part of their degree program will also earn a **Special Education Diploma: EDU 154, EDU 223, EDU 247, and EDU 248.**

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

Students please read the following and sign below.
 I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.
 My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - EARLY CHILDHOOD EDUCATION (A55220C) (ONLINE)
Early Childhood Specialist – Career Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Early Childhood Education Associate in Applied Science Degree ONLINE (A55220C) Course Requirements 65 credit hours:

Courses	Cr.	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
ACA 122 College Transfer Success	1	1 st year – fall		
EDU 119 Intro to Early Childhood Education*	4	1 st year – fall		
EDU 131 Child, Family, and Community*	3	1 st year – fall		
EDU 144 Child Development I*	3	1 st year – fall		
EDU 145 Child Development II*	3	1 st year – fall		
ENG 111 Writing and Inquiry	3	1 st year – fall		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	1 st year – spring		
EDU 146 Child Guidance*	3	1 st year – spring		
EDU 151 Creative Activities*	3	1 st year – spring		
EDU 153 Health, Safety, and Nutrition*	3	1 st year – spring		
EDU 221 Children with Exceptionalities*	3	2 nd year – fall		
EDU 280 Language and Literacy Experience*	3	2 nd year – fall		
PSY 150 General Psychology	3	2 nd year – fall		
EDU 234 Infants, Toddlers, & Twos*	3	2 nd year – spring		
EDU 284 Early Child Capstone Practicum*	4	2 nd year – spring		
MAT 143 Quantitative Literacy	3	2 nd year – spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts elective from list below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)			
Courses offered online at RCC: ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

Early Childhood Education Electives (Select a minimum of 14 credit hours from the following.)**			
Courses offered online at RCC: CIS 110, EDU 114, EDU 154, EDU 158, EDU 161, EDU 162, EDU 163, EDU 173, EDU 216, EDU 223, EDU 235, EDU 247, EDU 248, EDU 250, EDU 259, EDU 261, EDU 262, EDU 263, EDU 275, EDU 289, WBL 111, WBL 115			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		
	2 nd year – fall		



	2 nd year – fall		
	2 nd year – spring		
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of “C” or better.

**See course catalog for prerequisite and/or corequisite requirements.

Student is required have access to have a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

*In order for students to earn an **Early Childhood Education Certificate**, the following courses must be taken: ACA 122, EDU 119, EDU 131, EDU 144, EDU 145, and EDU 173. (See the **Early Childhood Preschool (C55220) Program Completion Guide**.)*

*In order for students to earn an **Early Childhood Administration Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 153, EDU 261, and EDU 262. (See the **Early Childhood Administration (C55850) Program Completion Guide**.)*

*In order for students to earn an **Early Childhood Preschool Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the **Early Childhood Preschool (C55860) Program Completion Guide**.)*

*In order for students to earn an **Infant/Toddler Care Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See **Infant/Toddler Care (C55290) Program Completion Guide**.)*

*In order for students to earn a **School-Age Care Certificate**, the following courses must be taken: EDU 131, EDU 145, EDU 146 or EDU 163, EDU 158, EDU 235, and EDU 263. (See **School-Age Care (C55450) Program Completion Guide**.)*

*Students taking the following **Early Childhood Education Electives** as part of their degree program will also earn a **Special Education Diploma**: EDU 154, EDU 223, EDU 247, and EDU 248.*

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university. Please see the Student Handbook for the courses, which are part of the North Carolina Articulation Agreement. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - EARLY CHILDHOOD EDUCATION (A55220L)
Early Childhood Specialist – Licensure Transfer Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Early Childhood Education Specialist – Licensure Transfer Track Associate in Applied Science Degree (A55220L) Course Requirements 71 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
EDU 119 Intro to Early Childhood Education*	4	1 st year - fall	None		
EDU 131 Child, Family, and Community*	3	1 st year – fall	Co: ENG 002, or ENG 111		
EDU 144 Child Development I*	3	1 st year – fall	Co: ENG 002 or ENG 111		
EDU 145 Child Development II*	3	1 st year – fall	Co: ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
ENG 112 Writing/Research in the Disciplines	3	1 st year – spring	Pre: ENG 111		
EDU 146 Child Guidance*	3	1 st year – spring	Co: ENG 002 or ENG 111		
EDU 151 Creative Activities*	3	1 st year - spring	Co: ENG 002 or ENG 111		
EDU 153 Health, Safety, and Nutrition*	3	1 st year - spring	Co: ENG 002 or ENG 111		
MAT 143 Quantitative Literacy	3	1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
PSY 150 General Psychology	3	1 st year - spring	Pre: ENG 002 or ENG 111		
BIO 111 General Biology I	4	2 nd year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
COM 231 Public Speaking	3	2 nd year – fall	Pre: ENG 002 or ENG 111		
EDU 221 Children with Exceptionalities*	3	2 nd year – fall	Pre: EDU 144, EDU 145 Co: ENG 002 or ENG 111		
EDU 280 Language and Literacy Experiences*	3	2 nd year – fall	Co: ENG 002 or ENG 111		
AST 111 Descriptive Astronomy	3	2 nd year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: AST 11A		
AST 111A Descriptive Astronomy Lab	1	2 nd year – spring	Co: AST 111		
EDU 216 Foundations of Education*	3	2 nd year – spring	Co: ENG 002 or ENG 111		
EDU 234 Infants, Toddlers, & Twos*	3	2 nd year – spring	Pre: EDU 119 Co: ENG 002 or ENG 111		
EDU 250 Teacher Licensure Preparation*	3	2 nd year – spring	Co: ENG 002 or ENG 111		
EDU 284 Early Child Capstone Practicum*	4	2 nd year – spring	Pre: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151 Co: ENG 002 or ENG 111		



Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)			
Courses offered at RCC: ART 111, MUS 110, PHI 240			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

Social/Behavioral Sciences Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC)			
Courses offered at RCC: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

NOTES: *All courses must be completed with a grade of “C” or better.
 **See course catalog for prerequisite and/or corequisite requirements.
Student is required have access to have a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

*In order for students to earn an **Early Childhood Preschool Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the **Early Childhood Preschool (C55860) Program Completion Guide.**)*

*In order for students to earn an **Infant/Toddler Care Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See **Infant/Toddler Care (C55290) Program Completion Guide.**)*

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE – EARLY CHILDHOOD EDUCATION (A55220L) (ONLINE)
Early Childhood Specialist - Licensure Transfer Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Early Childhood Education Specialist – Licensure Transfer Track Associate in Applied Science Degree ONLINE (A55220L) Course Requirements 71 credit hours.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall		
EDU 119 Intro To Early Childhood Education*	4	1 st year - fall		
EDU 131 Child, Family and Community*	3	1 st year - fall		
EDU 144 Child Development I*	3	1 st year - fall		
EDU 145 Child Development II*	3	1 st year - fall		
ENG 111 Writing and Inquiry	3	1 st year - fall		
EDU 146 Child Guidance*	3	1 st year - spring		
EDU 151 Creative Activities*	3	1 st year - spring		
EDU 153 Health, Safety and Nutrition*	3	1 st year - spring		
ENG 112 Writing/Research in the Disciplines	3	1 st year - spring		
MAT 143 Quantitative Literacy	3	1 st year - spring		
PSY 150 General Psychology	3	1 st year - spring		
BIO 111 General Biology I	4	2 nd year - fall		
COM 231 Public Speaking	3	2 nd year - fall		
EDU 221 Children with Exceptionalities*	3	2 nd year - fall		
EDU 280 Language and Literacy Experiences*	3	2 nd year - fall		
AST 111 Descriptive Astronomy	3	2 nd year - spring		
AST 111A Descriptive Astronomy Lab	1	2 nd year - spring		
EDU 216 Foundations of Education*	3	2 nd year - spring		
EDU 234 Infants, Toddlers, and Twos*	3	2 nd year - spring		
EDU 250 Teacher Licensure Preparation*	3	2 nd year - spring		
EDU 284 Early Child Capstone Practicum*	4	2 nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)			
Courses offered at RCC: ART 111, MUS 110, PHI 240			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		



Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC)			
Courses offered at RCC: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

NOTES: *All courses must be completed with a grade of “C” or better.
 **See course catalog for prerequisite and/or corequisite requirements.
Student is required to have access to a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

*In order for students to earn an **Early Childhood Preschool Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the **Early Childhood Preschool (C55860) Program Completion Guide.**)*

*In order for students to earn an **Infant/Toddler Care Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See **Infant/Toddler Care (C55290) Program Completion Guide.**)*

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university. Please see the Student Handbook for the courses, which are part of the North Carolina Articulation Agreement. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - EARLY CHILDHOOD EDUCATION (A55220N)

Early Childhood Specialist – Non-Licensure Transfer Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Early Childhood Education Specialist – Non-Licensure Transfer Track Associate in Applied Science Degree (A55220N) Course Requirements 71 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
EDU 119 Intro to Early Childhood Education*	4	1 st year - fall	None		
EDU 131 Child, Family, and Community*	3	1 st year – fall	Co: ENG 002, or ENG 111		
EDU 144 Child Development I*	3	1 st year – fall	Co: ENG 002 or ENG 111		
EDU 145 Child Development II*	3	1 st year – fall	Co: ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
ENG 112 Writing/Research in the Disciplines	3	1 st year – spring	Pre: ENG 111		
EDU 146 Child Guidance*	3	1 st year – spring	Co: ENG 002 or ENG 111		
EDU 151 Creative Activities*	3	1 st year - spring	Co: ENG 002 or ENG 111		
EDU 153 Health, Safety, and Nutrition*	3	1 st year - spring	Co: ENG 002 or ENG 111		
MAT 143 Quantitative Literacy	3	1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
PSY 150 General Psychology	3	1 st year - spring	Pre: ENG 002 or ENG 111		
BIO 111 General Biology I	4	2 nd year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
COM 231 Public Speaking	3	2 nd year – fall	Pre: ENG 002 or ENG 111		
EDU 221 Children with Exceptionalities*	3	2 nd year – fall	Pre: EDU 144, EDU 145 Co: ENG 002 or ENG 111		
EDU 280 Language and Literacy Experiences*	3	2 nd year – fall	Co: ENG 002 or ENG 111		
AST 111 Descriptive Astronomy	3	2 nd year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111 Co: AST 11A		
AST 111A Descriptive Astronomy Lab	1	2 nd year – spring	Co: AST 111		
EDU 234 Infants, Toddlers, & Twos*	3	2 nd year – spring	Pre: EDU 119 Co: DRE 098		
EDU 261 Early Childhood Administration I*	3	2 nd year – spring	Co: ENG 002 or ENG 111, EDU 119		
EDU 262 Early Childhood Administration II*	3	2 nd year – spring	Pre: ENG 002 or ENG 111, EDU 119 and EDU 261		
EDU 284 Early Child Capstone Practicum*	4	2 nd year – spring	Pre: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151		



Co: ENG 002 or ENG 111

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

Courses offered at RCC:

ART 111, MUS 110, PHI 240

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC)

Courses offered at RCC:

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

NOTES: *All courses must be completed with a grade of “C” or better.

**See course catalog for prerequisite and/or corequisite requirements.

Student is required have access to have a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

*In order for students to earn an **Early Childhood Administration Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 153, EDU 261, and EDU 262. (See the **Early Childhood Administration (C55850) Program Completion Guide**.)*

*In order for students to earn an **Early Childhood Preschool Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the **Early Childhood Preschool (C55860) Program Completion Guide**.)*

*In order for students to earn an **Infant/Toddler Care Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See **Infant/Toddler Care (C55290) Program Completion Guide**.)*

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE – EARLY CHILDHOOD EDUCATION (A55220N) (ONLINE)
Early Childhood Specialist - Non-Licensure Transfer Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Early Childhood Education Specialist – Non-Licensure Transfer Track Associate in Applied Science Degree ONLINE (A55220N)
Course Requirements 71 credit hours.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall		
EDU 119 Intro To Early Childhood Education*	4	1 st year - fall		
EDU 131 Child, Family and Community*	3	1 st year - fall		
EDU 144 Child Development I*	3	1 st year - fall		
EDU 145 Child Development II*	3	1 st year - fall		
ENG 111 Writing and Inquiry	3	1 st year - fall		
EDU 146 Child Guidance*	3	1 st year - spring		
EDU 151 Creative Activities*	3	1 st year - spring		
EDU 153 Health, Safety and Nutrition*	3	1 st year - spring		
ENG 112 Writing/Research in the Disciplines	3	1 st year - spring		
MAT 143 Quantitative Literacy	3	1 st year - spring		
PSY 150 General Psychology	3	1 st year - spring		
BIO 111 General Biology I	4	2 nd year - fall		
COM 231 Public Speaking	3	2 nd year - fall		
EDU 221 Children with Exceptionalities*	3	2 nd year - fall		
EDU 280 Language and Literacy Experiences*	3	2 nd year - fall		
AST 111 Descriptive Astronomy	3	2 nd year - spring		
AST 111A Descriptive Astronomy Lab	1	2 nd year - spring		
EDU 234 Infants, Toddlers, and Twos*	3	2 nd year - spring		
EDU 261 Early Childhood Administration I*	3	2 nd year - spring		
EDU 262 Early Childhood Administration II*	3	2 nd year - spring		
EDU 284 Early Child Capstone Practicum*	4	2 nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)

Courses offered at RCC:

ART 111, MUS 110, PHI 240

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		



Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC)			
Courses offered at RCC: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

NOTES: *All courses must be completed with a grade of “C” or better.
 **See course catalog for prerequisite and/or corequisite requirements.
Student is required to have access to a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

*In order for students to earn an **Early Childhood Administration Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 153, EDU 261, and EDU 262. (See the **Early Childhood Administration (C55850) Program Completion Guide**.)*

*In order for students to earn an **Early Childhood Preschool Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the **Early Childhood Preschool (C55860) Program Completion Guide**.)*

*In order for students to earn an **Infant/Toddler Care Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See **Infant/Toddler Care (C55290) Program Completion Guide**.)*

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university. Please see the Student Handbook for the courses, which are part of the North Carolina Articulation Agreement. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

BUSINESS ADMINISTRATION: ENTREPRENEURSHIP CERTIFICATE (C25120E)
(All courses are part of the Associate in Applied Science Degree in Business Administration)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Entrepreneurship Certificate (C25120E) Course Requirements 16 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACC 120 Principles of Financial Accounting*	4	1 st semester – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
BUS 110 Introduction to Business*	3	1 st semester - fall	Pre: ENG 002 or ENG 111		
BUS 139 Entrepreneurship I*	3	1 st semester - fall	None		
BUS 230 Small Business Management	3	1 nd semester - fall	Pre: ENG 002 or ENG 111		
MKT 120 Principles of Marketing*	3	1 st semester – fall	Pre: ENG 002 or ENG 111		

NOTES: *All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide

BUSINESS ADMINISTRATION: PROJECT MANAGEMENT (CERTIFICATE) (C25120PM)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Project Management Certificate (C25120PM) Course Requirements 12 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management*	3	1 st year - fall	Pre: ENG 002 or ENG 111		
PMT 110 Intro to Project Management*	3	1 st year - fall	None		
PMT 210 Project Management Issues*	3	1 st year - spring	None		
PMT 215 Project Management Leadership*	3	1 st year - spring	None		

NOTES: *All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
INFANT/TODDLER CARE (CERTIFICATE) (C55290)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the childhood education field.

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Infant/Toddler Care Certificate (C55290) Course Requirements 16 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 119 Intro to Early Childhood Education*	4	1 st year – fall	None		
EDU 131 Child, Family, and Community *	3	1 st year – fall	Co: ENG 002 or ENG 111		
EDU 144 Child Development I*	3	1 st year – fall	Co: ENG 002 or ENG 111		
EDU 153 Health, Safety, & Nutrition*	3	1 st year – spring	Co: ENG 002 or ENG 111		
EDU 234 Infants, Toddlers, & Twos*	3	1 st year – spring	Pre: EDU 119 Co: ENG 002 or ENG 111		

NOTES: *All courses must be completed with a grade of “C” or better.
 **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Planning Guide
SCHOOL-AGE CARE (CERTIFICATE) (C55450)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

School-Age Care Certificate (C55450) Course Requirements 17 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 131 Child, Family, and Community *	3	Fall	Co: ENG 002 or ENG 111		
EDU 235 School-Age Development & Programming*	3	Fall	Co: ENG 002 or ENG 111		
EDU 263 School-Age Program Administration*	2	Fall	Co: ENG 002 or ENG 111		
EDU 145 Child Development II*	3	Spring	Co: ENG 002 or ENG 111		
EDU 158 Healthy Lifestyles-Youth*	3	Spring	Co: ENG 002 or ENG 111		
EDU 146 Child Guidance* or EDU 163 Classroom Management & Instruction*	3	Spring Fall	Co: ENG 002 or ENG 111		

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
 My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Planning Guide
EARLY CHILDHOOD ADMINISTRATION (CERTIFICATE) (C55850)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the childhood education field.

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Early Childhood Administration Certificate (C55850) Course Requirements 16 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 119 Introduction to Early Childhood Education*	4		None		
EDU 131 Child, Family and Community*	3		Co: ENG 002 or ENG 111		
EDU 153 Health, Safety and Nutrition*	3		Co: ENG 002 or ENG 111		
EDU 261 Early Childhood Administration I*	3		Co: ENG 002 or ENG 111, EDU 119		
EDU 262 Early Childhood Administration II*	3		Pre: ENG 002 or ENG 111, EDU 119 and EDU 261		

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
 My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Planning Guide
EARLY CHILDHOOD PRESCHOOL (CERTIFICATE) (C55860)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the childhood education field.

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Early Childhood Preschool Certificate (C55860) Course Requirements 16 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 119 Introduction to Early Childhood Education*	4		None		
EDU 131 Child, Family and Community*	3		Co: ENG 002 or ENG 111		
EDU 145 Child Development II*	3		Co: ENG 002 or ENG 111		
EDU 146 Child Guidance*	3		Co: ENG 002 or ENG 111		
EDU 153 Health, Safety and Nutrition*	3		Co: ENG 002 or ENG 111		

NOTES: *All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ELECTRICAL SYSTEMS TECHNOLOGY (DIPLOMA) (D35130)
Commercial & Residential Electrician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Solar Energy Certificate (C35130S) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ELC 112 DC/AC Electricity*	5	1 st year - fall	Pre: MAT 003		
ELC 118 National Electrical Code	2	1 st year - fall	None		
ELC 220 Photovoltaic Systems Technologies	3	1 st year – fall	None		
ELC 119 NEC Calculations	2	1 st year - spring	Pre: MAT 003		
ELC 120 Introduction to Wiring	3	1 st year - spring	None		
ELC 221 Adv Photovoltaic Systems Designs	3	1 st year - spring	Pre: ELC 220		

B. Low Voltage Certificate (C35130V) Course Requirements 16 credit hours: Complete Section B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BAT 121 Integrated Multimedia Systems	3	1 st year - fall	None		
ELC 112 DC/AC Electricity*	5	1 st year - fall	Pre: MAT 003		
ELC 125 Diagrams and Schematics	2	1 st year - fall	None		
BAT 131 Fire Control System Automation	3	1 st year - spring	None		
BAT 141 Security System Fundamentals	3	1 st year - spring	None		

C. Electrical Systems Technology Certificate (C35130) Course Requirements 17 credit hours: Complete Section C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ELC 112 DC/AC Electricity*	5	1 st year - fall	Pre: MAT 003		
ELC 118 National Electrical Code	2	1 st year - fall	None		
ELC 113 Residential Wiring *	4	1 st year - spring	Pre: ELC 112		
ELC 114 Commercial Wiring (required for diploma) or ELC 117 Motors and Controls* (required for diploma)	4	2 nd year – fall 2 nd year - spring	Pre: ELC 113 Pre: ELC 112 or ELC 131		
ELC 125 Diagrams and Schematics	2	1 st year - spring	None		

D. Electrical Systems Technology Diploma (D35130) Course Requirements 39 credit hours: Complete Sections C and D.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
ELC 119 NEC Calculations	2	1 st year – fall	Pre: MAT 003		
ELC 134 Transformer Applications	2	1 st year – spring	Pre: ELC 112		
ENG 102 Applied Communications II	3	1 st year – summer	None		
ELN 229 Industrial Electronics*	4	2 nd year – fall	Pre: ELC 112 or ELC 131		



ELC 128 Introduction to PLC*	3	2 nd year – spring	Pre: ELC 112 or ELC 131		
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Social/Behavioral Sciences Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)**

Courses offered at RCC:
ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – summer		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
DIALYSIS TECHNOLOGY (DIPLOMA) (D45300)
Dialysis Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Dialysis Technology (D45300) Course Requirements 45 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
DIA 101 Intro to Dialysis Technology*	11	1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
MED 121 Medical Terminology I	3	1 st year – fall	None		
BIO 163 Basic Anatomy & Physiology	5	1 st year – spring	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
DIA 102 Dialysis for Special Populations*	11	1 st year – spring	Pre: DIA 101		
DIA 103 Ethical/Legal Issues in Dialysis*	3	1 st year – summer	Pre: DIA 102		
DIA 104 Care of the Complex Renal System*	5	1 st year – summer	Pre: DIA 102		
ENG 111 Writing and Inquiry	3	1 st year – summer	Pre: ENG 002 Co: ACA 122, ENG 011		
MED 122 Medical Terminology II	3	1 st year – summer	Pre: MED 121		

NOTES: *All courses must be completed with a grade of “C” or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



**Program Completion Guide—2018-2019 Enrollment
DIPLOMA - PRACTICAL NURSING (D45660)**

Student Name: _____ **ID #:** _____ **Date of Enrollment:** _____

Advisor Name: _____ **Contact Information:** _____

Criminal background checks and/or drug testing may be required by clinical agencies prior to a student's participation in the clinical component of a course. Failure to meet clinical agency requirements will result in the student not having the opportunity to meet clinical objectives; therefore, the student will not be allowed to progress in the program.

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Practical Nursing Diploma (D45660) Course Requirements 44 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites	Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success (<i>Course <u>not required</u> but recommended</i>)	1	1 st year – fall	None	None		
BIO 165 Anatomy & Physiology I	4	1 st year – fall	MAT 003 Tier 2, ENG 002 or ENG 111	None		
NUR 101 Practical Nursing I	11	1 st year – fall	Admission to Practical Nursing program	BIO 165		
PSY 150 General Psychology	3	1 st year – fall	ENG 002 or ENG 111	None		
BIO 166 Anatomy & Physiology II	4	1 st year – spring	BIO 165	None		
ENG 111 Writing and Inquiry	3	1 st year – spring	ENG 002	ACA 122, ENG 011		
NUR 102 Practical Nursing II	10	1 st year – spring	NUR 101	BIO 166		
NUR 103 Practical Nursing III	9	1 st year – summer	NUR 102	None		

NOTES:

- Must obtain a grade of "C" or better in all courses in the Practical Nursing curriculum in order to progress in the program and/or to graduate.
- NUR courses must have a grade of 80 or better to progress.
- See course catalog for Prerequisite/Corequisite requirements.

Students please read the following and sign below:

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must do the following or it may affect my ability to graduate on time.

- Complete all curriculum courses with a grade of "C" or better; obtain a grade of 80 or higher in all NUR courses to progress in the Nursing curriculum.
- Follow the established courses sequence and successfully complete all courses.
- Maintain a 2.0 GPA to progress in the nursing curriculum and to graduate.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
THERAPEUTIC AND DIAGNOSTIC SERVICES: NURSE AIDE (DIPLOMA) (D45970)
Pre-Nursing

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Therapeutic and Diagnostic Services: Nurse Aide Certificate (C45970) Course Requirements 12 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
NAS 101 Nursing Assistant I*	6	1 st year – fall	Pre: ENG 002 or ENG 111		
NAS 102 Nursing Assistant II*	6	1 st year – spring	Pre: ENG 002 or ENG 111, NAS 101, and must have successful completion of Nurse Aide I training program & current Nurse Aide I listing on DHSR.		

B. Therapeutic and Diagnostic Services: Nurse Aide Diploma (D45970) Course Requirements 39 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
BIO 165 Anatomy & Physiology I	4	1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
CIS 110 Intro to Computers	3	1 st year – fall	ENG 002 or ENG 111		
PSY 150 General Psychology	3	1 st year – fall	ENG 002 or ENG 111		
BIO 166 Anatomy & Physiology II	4	1 st year – spring	Pre: BIO 165		
ENG 111 Writing and Inquiry	3	1 st year – spring	Pre: ENG 002 Co: ACA 122, ENG 011		
MED 121 Medical Terminology I*	3	1 st year – spring	None		
MED 122 Medical Terminology II*	3	1 st year – summer	Pre: MED 121		
SOC 210 Introduction to Sociology	3	1 st year – summer	None		

NOTES: *All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____



Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
COMPUTER-INTEGRATED MACHINING (DIPLOMA) (D50210)
Machinist/CNC Operator

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Machining Technology Certificate (C50210M) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MAC 111 Machining Technology I*	6	1 st year – fall	None		
MAC 112 Machining Technology II* (Not required for CIM Certificate)	6	2 nd year – fall	Pre: MAC 111		
MAC 113 Machining Technology III (Not required for CIM Certificate)	6	2 nd year – spring	Pre: MAC 112		

B. Computer-Integrated Machining Certificate (C50210) Course Requirements 12 credit hours: Complete Sections A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BPR 111 Blueprint Reading*	2	1 st year – fall	None		
MAC 122 CNC Turning*	2	1 st year – spring	Pre: MAC 111 or MEC 111		
MAC 124 CNC Milling	2	1 st year – spring	Pre: MAC 111 or MEC 111		

C. Computer-Integrated Machining Diploma (D50210) Course Requirements 36 credit hours: Complete Sections A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
ENG 102 Applied Communications II	3	1 st year – spring	None		
MAC 151 Machining Calculations	2	1 st year – summer	None		
MEC 142 Physical Metallurgy or WBL 112 Work-Based Learning I	2	1 st year – summer	Pre: MAC 111 or MEC 111 Pre: 9 SHC in major core courses		
BPR 121 Blueprint Reading: Mechanical	2	2 nd year – fall	Pre: BPR 111		

Social/Behavioral Sciences Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)**

Courses offered at RCC:

ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213, SOC 240

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of “C” or better.

**See course catalog for prerequisite and/or corequisite requirements.

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Academic Year: 2019-2020

Revised 4/1/2019



Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
WELDING TECHNOLOGY (DIPLOMA) (D50420)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Welding Technology Certificate (C50420) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
WLD 110 Cutting Processes*	2	1 st year - fall	None		
WLD 115 SMAW (Stick) Plate*	5	1 st year - fall	None		
WLD 141 Symbols & Specifications*	3	1 st year - fall	None		
WLD 121 GMAW (MIG) FCAW/ Plate*	4	1 st year - spring	None		
WLD 131 GTAW (TIG) Plate*	4	1 st year - spring	None		

B. Welding Technology Diploma (D50420) Course Requirements 38 credit hours: Complete Section A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall	None		
WLD 215 SMAW (Stick) Pipe	4	1 st year - spring	Pre: WLD 115		
WLD 132 GTAW (TIG) Plate/Pipe	3	1 st year - summer	Pre: WLD 131		
WLD 151 Fabrication I	4	1 st year - summer	Pre: WLD 141		
ISC 112 Industrial Safety or BPR 111 Print Reading	2	2 nd year - fall	None		
ENG 102 Applied Communications II	3	2 nd year - fall	None		
MAT 110 Math Measurement & Literacy	3	2 nd year - fall	Pre: MAT 003 Co: MAT 010		

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____



Program Completion Guide
ELECTRIC UTILITY TRANSFORMER TEST SPECIALIST (Diploma) (D50510)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

Electric Utility Transformer Test Specialist Diploma (D50510) Course Requirements 37 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
ELC 131 Circuit Analysis I	4	1 st year – fall	Pre: MAT 003 Tier 2		
EUS 110 Intro to Electric Utility Industry*	4	1 st year – fall	Pre: MAT 003 Tier 2, ENG 002 or ENG 111		
EUS 130 Electric Utility Print Reading*	4	1 st year – spring	Pre: ELC 131 and EUS 110		
EUS 210 Large High Voltage Power Transfmr I*	3	1 st year – spring	Pre: EUS 110		
EUS 215 Large High Voltage Power Transfmr II*	3	1 st year – summer	Pre: EUS 210		
EUS 240 Substation Ancillary Systems*	3	1 st year – summer	Pre: EUS 130		
DFT 151 Computer-Aided Drafting I	3	2 nd year – fall	Pre: MAT 003, ENG 002 or ENG 111		
ENG 111 Writing and Inquiry	3	2 nd year – fall	Pre: ENG 002 Co: ACA 122, ENG 011		
EUS 225 Elec. Util. Safety & Human Performance	2	2 nd year – fall	Pre: EUS 110 and EUS 130 Co: None		
MAT 171 Precalculus Algebra	4	2 nd year – fall	Pre: MAT 003 Tier 3 Co: MAT 071 with MAT 003 Tier 2		

Electives: (Must take one Humanities/Fine Arts elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, AND REL.			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year - spring		

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

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